



GOVERNANCE COMMITTEE MEETING NOTICE

March 27, 2025 4 PM

AGENDA

1. Approve Minutes of March 1, 2025 meeting
2. Board Member Policy Guidelines
3. Zoning Ordinance clarification process
4. Donation Form
5. Minutes template
6. Use of public spaces policies

Join Governance Committee Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/86270802052?pwd=deJDRusAlFaKubJSAO08afXgpZwGW3.1>

Meeting ID: 862 7080 2052

Passcode: 847314

Minutes of March 1, 2025 Governance Committee Meeting

Attendance: Beverly Crofoot, Dan Webster, Jeffrey Wilt – committee members

Janae Novotny, President of the Board of Overseers

Rachel Rosa and Chris Maseychik, community members

Agenda Item #1: Approve Minutes of November 23, 2024 meeting

Approval of minutes of November 23, 2024, as corrected. J. Wilt moved, B. Crofoot second, unanimous.

Agenda Item #2: Finalize Workplace Pet Policy

Workplace pet policy approved for submittal to Board of Overseers. D. Webster moved to submit to the Board of Overseers, B. Crofoot second, unanimous.

Agenda Item #3: Use of public spaces policies

Discussion regarding the use of public parks and open consumption of alcohol. The committee recognizes that Maine law prohibits public drinking, and Belfast, Camden, Lincolnville, and Northport restrict public drinking. State statute allows for enforcement by a police officer who witnesses public drinking and/or where the public property is posted for no alcohol consumption.

Discussion regarding whether there had been resident complaints about public drinking, particularly in Merithew Square at Friday gatherings and special events. The consensus was that residents had questions rather than complaints.

The committee discussed curfews for parks, like the playground and basketball court currently have, and conditions for use. E. Moss to draft policy for consideration addressing planned gatherings, whether fees should be assessed like for Community Hall, and conditions for use.

Agenda Item #4: Update on Board Member Policy Guidelines

Discussion of the Board Member Policy Guidelines was limited because J. Novotny's comments were unavailable when the meeting notice was issued, so discussion was deferred until everyone had time to review those suggested revisions.

Agenda Item #5: Zoning Ordinance clarification process

The committee next addressed ongoing concerns with the Town of Northport's interpretation of the Village Zoning ordinance concerning the expansion of nonconforming structures, particularly with regard to height. While the committee members think the ordinance is clear, they recognize that architects, homeowners, and the Town of Northport CEO, Planning Board and Zoning Board of Appeals may interpret the ordinance in unintended ways. D. Webster and B. Crofoot agreed to draft proposed revisions to be reviewed next meeting.

Agenda Item #6: Donation Form

E. Moss proposed that the review and possible approval of changes to the NVC Policy for acceptance of Donation, and specifically the addition of the donation form, be deferred to the next committee meeting because of limited time for the meeting.

Agenda Item #7: Template for Minutes of Board of Overseers Meetings

The Board of Overseers had requested that the Governance Committee create a template for minutes of meetings for the Board and Committees. J. Wilt and E. Moss agreed to work on a template.

Public Comments:

Rachel Rosa voiced frustration with being unable to join the meeting because Zoom information was incorrect and asked the Committee to be extra careful in disseminating meeting information. Chris Maseychik also advised he had difficulty logging into the meeting.

NEXT MEETING: March 27, 2025 at 4 p.m.

BOARD OF OVERSEERS MEMBER NORTHPORT VILLAGE CORPORATION

CONDUCT GUIDELINES POLICY NORTHPORT VILLAGE CORPORATION, MAINE

Adopted _____

Purpose

Pursuant to Maine Statute, it is the policy of the Northport Village Corporation ("NVC") that the proper operation of democratic government requires that employees, public officers, officials and members of all boards and committees (collectively, "Members"), whether appointed or elected, be independent, impartial, and responsible to the citizens; that public service not be used for personal gain; and that the public has confidence in the integrity of its government. I think we need to think carefully about the definitions. My original thought was confined to elected board members and officers. We may have no community volunteers for committees if this entire policy as currently drafted applies to all community committee members.

Section 1. Authority and Statutory Standards

This policy has been prepared in accordance with 30-A M.R.S.A. § 2605(7).

Section 2. Code of Conduct

A. Act in the Public Interest

Recognizing that stewardship of the public interest is our primary concern, Members ~~will~~ shall work for the common good, ~~members~~ of the ~~Northport Village Corporation~~ NVC ~~Community~~ in the execution of their public duties and not for any group, private or personal interest.

B. Comply with the Law

Members ~~will~~ shall comply with all federal and state laws and the charter, bylaws, ordinances and policies of the ~~Northport Village Corporation~~ NVC in the performance of their public duties.

C. Conduct of Members [How is this meant to differ from Section 3 Code of Conduct?]

Members shall endeavor to be respectful in their conduct while performing their public duties. The professional and personal conduct of Members must be above reproach. Respectful behavior in all encounters is paramount.

D. Respect for Process

Members shall act according to applicable written charters, bylaws, ordinances, and policies, including guidelines and ground rules that may be adopted for meetings and other activities of the bodies they serve. Once the NVC Board of Overseers ("Board") has acted, Members of the Board of Overseers ("Board Members") must support that decision and ~~not make~~ shall refrain from making any public comment that may undermine the public's perception of the Board's actions. This is in no way intended to limit the First Amendment rights of any Member. However, Members must be clear when speaking in their personal capacity and when speaking as Board Members ~~of or~~ representatives or appointees of the Board of Overseers.

E. Conduct of Public Meetings

Members are expected to prepare for meetings by familiarizing themselves with relevant materials, including proposals, applications, and applicable ordinances. Members are expected to listen attentively to fellow Members and the public. Members shall base their decisions on the applicable laws and ordinances and on consideration of the information that has been presented to the Board or any Committee. Members shall familiarize themselves with the Remote Participation Policy.

F. Communications

Communication includes all forms of oral, written, or electronic communication, including telephonic, e-mail, text message, the Internet, *etc.* It is incumbent on the Members ~~of the Board of Overseers~~ to use the prescribed channels for communications, including their @nvc.org or @nvc.gov email if they have one, for all communications discussing public business or interests. Members should regularly check their @nvc.org or @nvc.gov email to ensure ~~there they~~ are aware of arising issues and to respond promptly to communications directed to them ~~promptly~~.

To avoid concerns about *ex parte* communications, Board Members ~~of the Board of Overseers~~ shall refrain from substantive communications about potential or pending decisions with each other outside of public meetings. If communications do take place, they must be disclosed completely to the Board of Overseers in the next scheduled public meeting of the Board of Overseers. I believe this section is too broad and exceeds what the law requires. My suggestion: Board members shall exercise caution so as to ensure that communications by any method are not used as a means for the Board to deliberate outside of an agendaed Board meeting, circumvent the public's right to access records regarding NVC business, or restrict access to a public forum. A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, including, but not limited to electronic, telephonic, in-person, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board.

G. Scope of Authority

Board Members ~~of the Board of Overseers~~ act as part of the *body politic* only. A Board member has no individual authority except as provided in bylaws, ordinances or by Board action. Board Members do not have the authority to make or commit to expenditures of NVC funds, any such expenditure or commitment must be approved by the Board of Overseers as a whole, or the President ~~of the Board of Overseers~~, where allowed by the bylaws. Board Members also do not have the authority to direct any NVC staff ~~in their official position or contractors~~ unless otherwise directed by the President ~~of or~~ the Board of Overseers. This includes directing work, advising on procedure, etc. [The following text was in the PDF version but not this word version. I have added it here as if it had been in the Word version, for editing purposes.] Excepting the Tree Warden or Board ~~Member~~ also appointed as Tree Warden, Board Members may not solicit proposals for NVC ~~potential~~ projects without specific Board of Overseers' authorization. Suggestions for potential NVC contractors, suppliers and resources should be shared with the appropriate NVC staff member.

H. Conflict of Interest and Bias

Conflict of Interest: To assure independence and impartiality ~~on behalf for the benefit~~ of the common good, Members ~~will shall~~ not use their positions to influence Member, Board of Overseers, or Committee decisions in which they have a direct or indirect pecuniary interest, or where they or an immediate family member has an organizational or personal relationship that may give the appearance of a conflict of interest with regard to a potential or pending decision. Members ~~will shall~~ at the earliest opportunity disclose any potential or perceived conflicts of interest pertaining to a matter, application or decision at hand, and Board Members will shall abstain from participating as a Board Member in all relevant Board of Overseers or Committee discussions and votes

on matters where such conflicts or the perception of such conflicts exist. **[Discuss how broadly this should apply. Bayside is a small community, and determining what constitutes a conflict of interest is not necessarily black and white. Should participation in discussions be permitted but not voting?]**

Bias: Members ~~shall~~ **are strongly encouraged to** abstain from discussion and voting if they are biased for or against an applicant or project such that they could not make an impartial decision. ~~Members shall strongly consider abstaining from participating in all relevant Board discussions and voting on matters where the appearance of bias is raised.~~

Any challenge or question of whether a Board Member shall be disqualified from participating in discussions of or voting on a particular matter before the Board of Overseers because of a conflict of interest or bias or appearance of a conflict of interest or bias shall be discussed in public at the relevant meeting, and the disqualification decided by a majority vote of the Board Members present except the Board Member who is being challenged. Any disclosures and abstentions, and any challenges raised and voted on, shall be documented for the record in meeting minutes. **[Suggest this be limited to Board of Overseers' meetings only, because committee meetings are less formal and votes are not binding on the Overseers.]** Agree with this comment. This is an example of my concern about the broad definition of "member." Committees merely offer recommendations to the Board. As long as their particular interest or bias is disclosed, I think that a community member of a committee should be able to participate in a committee level discussion. We have a small pool of potential committee members, and usually, a person's particular interest, is fairly evident.

Notwithstanding the foregoing, Members may share their expertise and opinions in public meetings as a member of the general public on relevant issues, ~~if asked by other Members, without stating an opinion or attempting to influence a decision.~~ **[Not sure how this works. As a member of the public and a small community, Members should be allowed to share opinions or attempt to influence a decision outside of their official capacity.]** In such cases, the Member ~~will~~ shall vacate their official position and seat and join the general public for the relevant discussion. I don't understand how this works for committee meetings or Board meetings? "Donuts and Dialog" meetings? I'm feeling dense!

I. Gifts and Favors

Members ~~will~~ shall not take special advantage of services or opportunities for personal gain in conjunction with their official role(s) that are not available to the general public. Members ~~will~~ shall refrain from accepting any gifts, or favors, or promises of future benefits which might compromise the appearance of independent judgment.

J. Confidential Information

Members ~~will~~ shall respect the confidentiality of information regarding personnel, property, and other affairs of the NVC that are not a matter of the public record as defined by law. Members ~~must~~ shall not disclose such information without proper authorization, nor use such information to advance personal, financial, or other private interests.

K. Use of Public Resources

Members ~~will~~ shall not use public resources such as staff time, equipment, supplies, and access to resources or facilities for private gain or personal purposes beyond such uses as are available to the public in general.

L. Representation of Private Interests

Members ~~will~~ shall not appear before ~~either~~ the Board of Overseers or any ~~C~~committee of the NVC on behalf of the private interests of any third parties, including community members, on any matter which has or is likely to come before the Member in the course of their official duties. Members may report concerns of citizens of NVC, which shall include identifying the concern and the person raising that concern, unless asked by the citizen to keep their identity confidential. [This should be discussed. What are “private interests of third parties”? As representatives of the NVC (especially for Board Members), isn’t it within the mandate of Members to represent the interests of the villagers? As an example, if a property owner comes to a Board Member with a concern about, for example, encroachment on their property, can’t the Board Member “appear before the Board...on behalf of” that private interest?] Reporting a villager’s concern is not the same as “representing” or “advocating” on behalf of an individual. In the “encroachment” example, if the individual is complaining about an NVC encroachment on private property, it is sufficient to raise the individual’s concern so that the NVC can investigate and determine whether there is a problem to resolve. If the encroachment issue is between two private citizens, the NVC has no role in the dispute.

M. Advocacy

When speaking on behalf of the NVC, Members ~~will~~ shall represent the official policies or positions of the NVC to the best of their ability. When presenting personal opinions and positions, Members ~~will~~ shall explicitly state that ~~such personal opinions and positions they~~ do not ~~necessarily~~ represent the ~~Northport Village Corporation~~ NVC, the Board ~~of Overseers~~, or the Committee with which ~~they are the Member is~~ affiliated, ~~nor will they allow the and the member shall avoid making the~~ inference that they do ~~if they don’t~~. This shall be made clear whether the opinion or positions are spoken publicly or whether they appear in print, or electronically, such as in an e-mail, in a text message ~~or~~, on the internet, *etc.*

N. Independence of Boards and Committees

Because of the value of the independent advice of the NVC’s ~~C~~committees and Board ~~of Overseers~~ to the public decision-making process, Members ~~of the Boards and Committees will~~ shall refrain from using their position to unduly influence the outcomes of the proceedings of ~~the Board of Overseers and/or C~~committees on which they do not serve. [What does “unduly influence” mean?]. Yes, what is undue influence? For example, the Treasurer is not a member of the Utilities Committee, but the Treasurer advises the committee/committee chair on budget issues. Similarly, the Treasurer is not a Board member, but the Treasurer offers suggestions and recommendations to the Board.

O. Positive Work Environment

Members ~~will~~ shall support the maintenance of a positive and constructive work environment for NVC employees and for citizens and businesses dealing with the NVC ~~while serving in their official capacity~~. Members ~~must~~ shall not make inappropriate [Define “inappropriate”?] or excessively burdensome demands upon NVC employees. Further, Members ~~may~~ shall not direct any NVC employee in the performance of that employee’s work, unless specifically authorized by the President ~~of or~~ the Board of Overseers.

Section 3. Code of Conduct [Isn’t this redundant, largely, to the rest of the policy?]

Appropriate conduct by all Members is essential to effective government. ~~This Code of Conduct outlines~~ Following are specific expectations regarding conduct in the following areas: General Conduct, and Conduct at Meetings.

A. A. General Conduct

- ~~We will~~Members shall uphold the oath of office.
- ~~We will~~Members shall be respectful at all times, and remind others to do the same.
- ~~We will~~Members shall listen to and respect the taxpayers of NVC that we serve.
- ~~We will~~Members shall represent all constituents that we serve and not just those from a specific geographic area or from a specific interest group.
- ~~We will~~Members shall refer constituent or staff complaints to the President ~~of or~~ the Board of Overseers.
- ~~We will~~Members shall promptly declare any actual or potential conflicts of interest between ~~our~~their personal lives and NVC's positions, and ~~will~~shall avoid participating in and voting on issues that are or may appear to be a conflict of interest.
- ~~We will~~Members shall promptly declare any bias and avoid the appearance of bias as we carry out ~~our~~their roles by clearly distinguishing ~~our~~their personal beliefs and opinions as separate from ~~our~~their duty to uphold the ~~charter, bylaws, ordinances, and~~ policies, ~~rules, and ordinances~~ of the NVC. ~~We will~~Members shall avoid participating in and voting on issues that are or may appear to be influenced by bias.
- ~~We will~~Members shall carry out activities professionally with honesty and integrity.
- ~~We will~~Members shall be accountable for adhering to this code.
- ~~We will~~Members shall respect the office ~~we~~they hold for the Northport Village Corporation, at all times.

B. Conduct at Meetings

~~We will respect differences.~~

- Members shall respect differences.
- Meetings ~~will~~shall focus on tasks and processes, not personalities.
- ~~We~~Members are all contributors - to the existing situation(s), to success or failure, and to the direction in which ~~we~~their board or committee proceeds.
- ~~We will~~Members shall practice self-respect and mutual respect, and remind others to do the same.
- ~~We will~~Members shall criticize only ideas, not people, and only do so constructively.
- ~~We will~~Members shall ensure civility in public discourse and ~~will~~shall not tolerate threats or bullying.
- ~~We will~~Members shall respect and encourage each other's participation, and support each other's right to be heard.
- ~~We will~~Members shall be open to new concepts, keep an open mind, and appreciate other points of view.
- ~~We will~~Members shall work as a team to implement board decisions, regardless of whether there is unanimity on each and every issue.
- ~~We~~Members recognize that mistakes and differences of opinion, if handled constructively, contribute to the strength of the team.
- Each Board member has the obligation, in serving the community, to vote on each item presented to the Board. Abstention from voting, which is a refusal to vote, should take place only due to a potential conflict of interest.

Process: **[This seems out of place and more like a pledge of some sort. Also, somewhat repetitive with the above.]** These issues appear to be covered adequately elsewhere in this document.

- ~~We will~~Members shall use ~~our~~their time wisely.
- ~~We will~~Members shall publish ~~our~~the agendas of meetings (along with supporting materials) in advance of the meeting and minutes of meetings following a meeting.
- ~~We will~~Members shall make every effort to attend meetings and be on time.
- ~~We will~~Members shall maintain ~~our~~their focus on goals.
- ~~We will~~Members shall communicate directly with one another on issues, acknowledge problems and deal with them constructively.
- ~~We will~~Members shall keep ~~our~~their cell phones and pagers off or on vibrate during meetings.
- ~~We will~~Members shall invite participation with one person talking at a time without interruption.

Section 4. Enforcement

Each ~~member of the~~Board of Overseers ~~Member~~ is responsible for the enforcement of this policy throughout the NVC's positions, ~~B~~boards and Committees. The President ~~will~~shall have the responsibility to intervene and engage the Board of Overseers when actions of ~~participating~~Members appear to be in violation of this policy or are brought to their attention.

Complaints of violations of this policy may be brought by any member of the public and any investigation ~~will~~shall be directed by the President ~~of or~~ the Board of Overseers ~~or such other Board member as directed by vote of the Board.~~ [What are the penalties? Neither the charter nor the bylaws provide for the removal of an Overseer. For committees, the bylaws provide that the President, "consistent with the advice and recommendation of the Board of Overseers" shall appoint the members. There's no specific provision for removing members, but presumable she who appoints can also unappoint?]. Agree that we have no enforcement mechanism except the presumed ability to unappoint a committee member. In the past, disruptive Board members have been persuaded by other Board members to resign.

Section 6. Amendments

This policy may be amended by a ~~unanimous-majority~~ vote of the ~~Select~~Board of Overseers ~~when after~~ such amendment is published in a properly noticed meeting agenda, the opportunity for public comment is provided, and the amendment is discussed prior to a vote. ~~Any amendment to this policy shall apply only to Members elected/appointed after the date the amendment is adopted.~~ [Bifurcating which Members are obligated to which version of the policy would be cumbersome.]

Section 7. Severability

If any section, subsection, sentence, clause, or phrase of this policy is for any reason held to be invalid or unconstitutional, such validity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of the policy.

Section 8. Conflicts with Other Ordinances or Policies

Whenever a provision of this policy conflicts with or is inconsistent with another provision of this policy or of any other policy, ordinance, regulation or statute, the more restrictive provision shall control.

Section 9. Effective Date

This policy shall become effective upon the date of adoption.

Section 10. Definitions [Suggest these definitions be included where first used in the policy rather than in this separate section.]

Conflict of interest: Direct or indirect pecuniary interest, which shall include pecuniary benefit to any member of the person's immediate family, to his or her employer, or to the employer of any member of the person's immediate family. It shall also include a situation where the Member by reason of his or her interest is placed in a situation of temptation to serve his or her own personal, occupational or organizational interest instead of the public's interest.

Ex Parte Communication: An oral, written or electronic communication not on the public record with respect to which reasonable prior notice to all relevant parties is not given. Suggest we avoid legal terms.

Immediate Family: Domestic partner, spouse, children, grandchildren, parents, grandparents, siblings, aunts and uncles. This includes family members related by marriage, domestic partnership and adoption.

Member: A member of any Board or Committee and all elected and appointed positions of the Northport Village Corporation. [If this definition is to be kept here, the defined term should be removed from the Purpose at the beginning. Since the term is used throughout, it would probably be more appropriate to define the term Member in the Purpose paragraph.] Again, I am concerned that not all provisions of this draft apply/should apply to everyone included in the current definition of "member."

ZONING ORDINANCE OF THE NORTHPORT VILLAGE CORPORATION

Amended: August 20, 2000

Amended: November, 2005

Amended: January 13, 2019

Amended: August 14, 2022

Amended: June 11, 2023

Amended: [●]

[Should there be something in the ordinance that requires demolition and cleaning up of dilapidated property or property damaged or destroyed by fire, natural events, or neglect (would need to define “neglect”)?)]

Preamble

Bayside, as the Northport Village Corporation is commonly called, has had a tradition of moderate land use regulations since its beginning. At first, through the vehicle of perpetual leases issued by the Northport Wesleyan Grove Campground, the manner of construction, use, and nature of occupation was directed by overarching and uniting goals of the community. From its beginning in 1915, the Northport Village Corporation was empowered by the State of Maine legislature to develop rules and ordinances to govern the use of the parks, waterfront, utilities, and the cottage lots within its geographic limits.

These controls were expressed in Bayside’s first zoning ordinance, adopted in the late 1950s. The ordinance was rewritten in its entirety in August, 2000. The Ordinance here reflects the changes that have been recommended by the citizens and Board of Overseers as developed over a series of public workshops and meetings in 2022.

The Bayside citizens’ desire to have a uniform and unified set of rules for the development of the Village and for the good of the community has been a constant guide throughout the history of Bayside. The character, architectural integrity ~~of this unique village,~~ and ~~the~~ verdant beauty of ~~the~~ this unique Village are all recognized by Baysiders as worthy of stewardship through moderate land use control. The Board of Overseers may appoint a design review advisory committee or provide other resources to, at the request of a property owner, provide exterior design guidance to applicants planning to construct or renovate a Structure in the Bayside Historic District, to encourage retaining fidelity to the historical character of the Village.

Baysiders created this ordinance, but, because of the manner in which state law is written, the Town of Northport’s Code Enforcement Officer enforces it. For that reason, this ordinance seeks to be clear in its expression of its goals and the obligations it imposes on the community members and the Code Enforcement Officer.

ZONING ORDINANCE OF THE NORTHPORT VILLAGE CORPORATION

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EXHIBITS

Exhibit A: Zoning Map of the Northport Village Corporation..... A-1

Exhibit B: Map of the Bayside Historic District..... B-1

Exhibit C: Basic Requirements Matrix for NVC Zoning Ordinance Districts C-1

ZONING ORDINANCE OF THE NORTHPORT VILLAGE CORPORATION

1. GENERAL

1.1. Short Title

This Ordinance shall be known and may be cited as the Zoning Ordinance of the Northport Village Corporation, Northport, Maine ("Bayside") and will be referred to herein as this Ordinance.

1.2. Purpose

1.2.1. To promote the public health, safety, convenience, comfort, aesthetics, prosperity and general welfare of Bayside and its inhabitants.

1.2.2. To protect the character and maintain the stability of the several herein described Districts that comprise the Northport Village Corporation, and to encourage **Discuss whether "allow" or "permit" would be preferable to "encourage."** land use development according to the established character of Bayside.

1.2.3. To encourage safety from fire, explosion, noxious fumes and other such hazards, and to segregate and control nuisance producing uses.

1.2.4. To prevent and control water pollution, to protect spawning grounds and habitats of fish, aquatic life, birds and other wildlife, to conserve shore cover, visual and points of access to inland, and to preserve coastal waters and natural beauty.

1.2.5. To establish districts of such number, area and designation as are deemed best suited to carry out the purpose of this Ordinance.

1.2.6. To establish performance standards and to define the powers and duties of the administrative officers and bodies, as provided hereinafter.

1.3. Authority

This ordinance has been prepared in accordance with the provisions of Title 30-A M.R.S.A. (Maine Revised Statutes Annotated) Section 3001, et seq. and the Charter of the Northport Village Corporation, Private and Special Laws 1915, ch. 136, as amended by P & S L., 1919, ch. 46 and P & S L., 1957, ch. 155. The Town of Northport duly adopted its comprehensive plan in May, 2000 and Bayside, therefore, in accordance with its land use authority, has the power and authority to adopt land use regulations consistent with that comprehensive plan. 30-A M.R.S.A. §6303.

ZONING ORDINANCE OF THE NORTHPORT VILLAGE CORPORATION

1.4. Availability

A copy of this Ordinance shall be filed with Bayside's Village Office and shall be accessible to any member of the public. Copies shall be made available to the public at reasonable cost at the expense of the person making the request. Notice of the availability of this Ordinance shall be posted.

1.5. Validity and Severability

Should any section or provision of this Ordinance be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

1.6. Conflict with Other Ordinances, Laws and Regulations

This Ordinance shall not repeal, annul, or in any way impair or remove the necessity of compliance with any other rule, regulation, by-law, permit or provision of law. Where this Ordinance imposes a greater restriction upon the use of land, Buildings, or Structures, the more restrictive provision shall control, unless state law provides otherwise.

1.7. Shoreland Zoning Ordinance

The Town of Northport Shoreland Zoning Ordinance, originally adopted on June 29, 1992, together with any amendments thereto, applies within the territorial limits of the Northport Village Corporation only to the extent that land within Bayside lies within the Town's Shoreland Zone.

1.8. Amendment

1.8.1. An amendment of this Ordinance may be initiated by:

1.8.1.1. vote of the Board of Overseers; or

1.8.1.2. Written petition of 25 registered voters of the Northport Village Corporation.

1.8.2. An amendment of this Ordinance may be adopted by:

1.8.2.1. two-thirds vote of the Board of Overseers; or

1.8.2.2. majority vote of the registered voters at an annual meeting of Bayside.

1.8.3. In either case, the Northport Village Corporation shall hold a public hearing in accordance with the requirements of 30-A M.R.S.A. §4352(9) and provide notice of said public hearing posted in accordance and simultaneous with the notice requirement by 30-A M.R.S.A. §4352(9).

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1.8.4. No proposed change in this Ordinance which has been unfavorably acted upon by the Board of Overseers shall be considered on its merits by the Board of Overseers within two years of the date of such unfavorable action unless the adoption of the proposed change is recommended by a two-thirds vote of the registered voters of the Northport Village Corporation present at the annual meeting.

1.9. Effective Date

The effective date of this Ordinance shall be the date of adoption.

2. CONSTRUCTION OF LANGUAGE AND DEFINITIONS

2.1. Construction of Language

In this Ordinance, certain terms or words shall be interpreted as follows:

The word "person" indicates a firm, association, organization, partnership, trust, company or corporation as well as an individual; the present tense includes the future tense, the singular number includes the plural, and the plural includes the singular; the word "shall" is mandatory, and the word "may" is permissive; the words "used" or "occupied" shall include the words "intended", "designed", or "arranged to be used or occupied", [the word "building" includes the word "structure", and the word "dwelling" includes the word "residence", the word "lot" includes the words "plot" or "parcel". In the case of any difference of meaning or implication between the text of this Ordinance and any map or illustration, the text shall control.

Terms not defined shall have the meaning stated in Merriam-Webster's Collegiate Dictionary (latest edition).

2.2. Definitions

For the purpose of interpreting this Ordinance, the following words, phrases and terms shall have the meaning given therein.

Accessory Dwelling Unit: A self-contained Dwelling Unit located within, attached to, or detached from a single-family Dwelling Unit located on the same Lot.

Accessory Structure: Collectively, Permitted Use Accessory Structures and Conditional Use Accessory Structures.

Bayside Historic District: That certain high-density residential area located in or near the central part of Bayside that was designated/registered by the Maine State and Federal Historic Preservation Commissions on the National Register of Historic Places, December 30, 1996. The Bayside Historic District has been designated a National

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Historic District. The Bayside Historic District boundaries are indicated on **Exhibit B**, attached hereto. This area was formerly known as the Northport Wesleyan Grove Campground.

Bed and Breakfast: An owner-occupied Dwelling in which no more than five rooms for sleeping accommodations are made available for a fee to transient guests. A morning meal (but no others) may be provided to said guests. See Section 6.15.

Billboard: A Structure, either freestanding or attached to a Building, the surface of which is available for hire for advertising purposes. See Section 6.10.

Building: A Structure of any kind for the support, shelter or enclosure of persons, animals, goods or property, including Accessory Structures.

Campground: Any area or tract of land to accommodate two (2) or more parties in temporary living quarters, including, but not limited to tents, recreational vehicles or other shelters.

Code Enforcement Officer: A person appointed by the Town of Northport to administer and enforce this Ordinance. Reference to the Code Enforcement Officer may be construed to include building inspector, plumbing inspector, electrical inspector and the like, where applicable.

Conditional Use: A use permitted only after review and approval of the Zoning Board of Appeals. A Conditional Use is a use that would not be permitted without restriction but which, if controlled under the provisions of this Ordinance, would promote the purposes of this Ordinance. Such use may be permitted if specific provision of such Conditional Use is made in this Ordinance or such use is approved by the Zoning Board of Appeals.

Conditional Use Accessory Structure: A Structure customarily incidental and subordinate to the Principal Use or Principal Structure but which is not a Permitted Use Accessory Structure. A Conditional Use Accessory Structure includes, but is not limited to, chicken houses or Structures for domestic animals other than dogs, workshops, and fish and bait houses and similar Structures. A Structure that would otherwise be a Permitted Use Accessory Structure if it were on the same Lot as the Principal Use or Principal Structure, such as a garage, shed, or greenhouse, shall also be a Conditional Use Accessory Structure if it is built on a Lot of Record that is different from the Principal Structure's as long as each Lot is owned by the same person, except as further limited in the Bayside Historic District by Section 5.1.4.1(a). The Zoning Board of Appeals shall determine what constitutes a Conditional Use Accessory Structure in case of dispute between the Code Enforcement Officer and the landowner. Conditional Use Accessory Structures shall be subject to the siting and setback and other provisions of Section 6.1.

Citizens' Note: Certain Accessory Structures, whether Permitted Use Accessory Structures or Conditional Use Accessory Structures, must be located on the *same*

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Lot as the Principal Use or Principal Structure. These include, but are not limited to, chicken houses or Structures for domestic animals (including dogs), workshops, and fish and bait houses and similar Structures. Think of these Structures as those more likely to create a nuisance to abutting property owners. Other Accessory Structures, including garages, sheds, and greenhouses, may either be a Permitted Use Accessory Structure, if located on the same Lot as the Principal Use or Principal Structure, or a Conditional Use Accessory Structure, if located on a different Lot of Record from the Principal Structure's as long as each Lot is owned by the same person, except as further limited in the Bayside Historic District by Section 5.1.4.1(a).

Conditional Use Permit: A permit authorized by the Zoning Board of Appeals for a Conditional Use. A Conditional Use Permit may be issued only after the applicant has followed the procedures of this Ordinance.

Convenience Store: A retail store serving the daily or occasional needs of the residents of the immediate area with a variety of goods such as groceries, meats, beverages, dairy products, patent medicines, sundries, tobacco, stationery, hardware, magazines and/or newspapers, but excluding restaurants and vehicle service stations or repair garages.

District: A specified portion of Bayside, delineated on the Official Zoning Maps, within which certain regulations and requirements or various combinations thereof apply under provisions of this Ordinance.

Dwelling Unit: Any Structure or portion of a Structure, permanent or temporary in nature, used or proposed to be used as a residence seasonally or throughout the year.

Family: One or more persons occupying a premises and living as a single housekeeping unit.

Family Daycare Home: A facility serving up to six individuals (child daycare, adult daycare, or both) either on a regular or non-recurring basis and classified as a Home Occupation if it is located in the operator's residence.

Floor Area: The sum of the horizontal areas of the floor(s) of a structure enclosed by exterior walls.

Frontage: The length of continuous footage on which a Lot borders one built street. In calculating Frontage, the side of the Lot on which the principal access to the Lot is or is proposed to be in the event of new construction shall be the street on which Frontage is calculated.

Height: The vertical distance between the mean original (prior to construction) grade at the downhill side of the Structure and the highest point of the Structure, excluding chimneys or other venting appurtenances.

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Home Occupation: An occupation or profession which is customarily conducted on or in a residential structure or property and which is 1) clearly incidental to and compatible with the residential use of the property and surrounding residential uses; and 2) which employs no more than two (2) persons other than Family members residing in the home.

Impervious Surface: Those surfaces which prevent or impede the infiltration of stormwater into the soil as it entered in natural conditions prior to development. Common impervious areas include, but are not limited to: rooftops; sidewalks, walkways, patio areas, driveways, and parking lots/areas that are surfaced with impervious asphalt, concrete, or comparable material; storage areas; and awnings and other fabric or plastic coverings.

Citizens' Note: It is the Village's intent to encourage the provision of required off-street parking on privately-owned Village properties while balancing the need to reduce water runoff onto neighboring properties. For this reason, this Ordinance provides that only driveways and parking areas that are surfaced with impervious asphalt, concrete, and comparable material shall count toward lot coverage. Gravel and grass areas shall not be considered impervious when used for sidewalks, walkways, patio areas, driveways, and parking lots/areas. Note that properties located in the Shoreland Zone are subject to different, more restrictive interpretations in this regard, and any more restrictive regulation governs what is permissible (see Section 1.6).

Lot: A parcel of land in single ownership, described on a deed, plot or similar legal document.

Lot Area: The area of land enclosed within the boundary lines of a Lot, minus land below the normal high-water line of a water body or upland edge of a wetland and areas beneath roads serving more than two Lots.

Lot Coverage: The percentage of the Lot Area covered by all Structures and Impervious Surfaces.

Lot of Record: A parcel of land, a legal description of which or the dimensions of which are recorded on a document or map on file with the Waldo County Registry of Deeds.

Mobile Home: A Structure designed as a Dwelling for location on a permanent foundation and containing sleeping accommodations, a toilet, a tub or shower bath, and kitchen facilities, including major appliances and furniture, with plumbing and electrical connections provided for attachment to outside systems, and designed to be transported after fabrication on its own wheels. A Mobile Home shall contain not less than 450 square feet of Gross Floor Area. Mobile Homes shall include manufactured or modular housing constructed and installed in accordance with Housing and Urban Development standards. Manufactured or modular housings constructed and installed in accordance with BOCA standards shall not be included in the definition of Mobile Home.

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Mobile Home Park: A plot of land laid out to accommodate at least two Mobile Homes. See Section 6.7.

Non-Conforming Lot: A single Lot of Record which, at the effective date of adoption or amendment of this Ordinance, does not meet the area, Frontage, or width requirements of the District in which it is located.

Non-Conforming Use: Use of Buildings, Structures, premises, land or parts thereof which is not permitted in the District in which it is situated but which is allowed to remain solely because it was in lawful existence at the time this Ordinance or subsequent amendments took effect.

Non-Conforming Structure: A Structure which does not meet any one or more of the following dimensional requirements for setback, Height, Lot Coverage or footprint, but which is allowed solely because it was in lawful existence at the time this Ordinance or subsequent amendments took effect.

Parking Space: An area of sufficient size to park an average-sized vehicle so that all of the vehicle is situated entirely on the property owner's Lot, with no part of the vehicle protruding into the street or right of way or onto neighboring Lots.

Permitted Use Accessory Structure: A Structure customarily incidental and subordinate to the Principal Use or Principal Structure, including, but not limited to, a garage, shed, greenhouse, or dog house, but specifically excluding, but not limited to, swimming pools, chicken houses or Structures for domestic animals other than dogs, workshops, and fish and bait houses and similar Structures, which may be Conditional Use Accessory Structures subject to permitting through the Zoning Board of Appeals. A deck or similar extension of the Principal Structure or a garage attached to the Principal Structure by a roof or a common wall is considered part of the Principal Structure. A Permitted Use Accessory Structure must be on the same Lot as the Principal Use or Principal Structure. A Structure that would otherwise be a Permitted Use Accessory Structure if it were on the same Lot as the Principal Use or Principal Structure, such as a garage, shed, or greenhouse, shall be a Conditional Use Accessory Structure if it is built on a Lot of Record that is separated from the Principal Structure as long as each Lot is owned by the same person. Any such Conditional Use Accessory Structure is subject to permitting through the Zoning Board of Appeals. The Zoning Board of Appeals shall determine what constitutes a Permitted Use Accessory Structure in case of dispute between the Code Enforcement Officer and the landowner. Permitted Use Accessory Structures shall be subject to the siting and setback and other provisions of Section 6.1.

Planned Unit Development: Land under unified management, planned and developed as a whole according to comprehensive and detailed plans, including streets, utilities, lots or building sites, site plans, and designated principles for all Buildings intended to be located, constructed, used and related to each other, and for other uses and improvements on the land. See Section 6.8.

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Principal Structure: A Structure other than one which is used for purposes wholly incidental or accessory to the use of another structure or use on the same lot.

Principal Use: A use other than one which is wholly incidental or accessory to another use on the same Lot.

Recreational Vehicle: A vehicle or an attachment to a vehicle designed to be towed, and designed for temporary sleeping or living quarters for one or more persons, and which may include a pick-up camper, travel trailer, tent trailer, camp trailer, and motor home. In order to be considered as a vehicle and not as a Structure, the unit must remain with its tires on the ground, and must be registered with the State Division of Motor Vehicles.

Regional Flood: A flood determined to be representative of large floods known to have occurred in Maine. A Regional Flood is a flood with a one percent chance of being equaled or exceeded in any given year. See Section 6.4.

Sign: A name, identification, description, display or illustration which is affixed to, painted or represented, directly, or indirectly upon a Building, Structure, parcel, or Lot and which relates to an object, product, place, activity, person, institution, organization or business on the premises. See Section 6.10.

Structure: Anything temporarily or permanently located, built, constructed or erected for the support, shelter or enclosure of persons, animals, goods or property of any kind, or anything constructed on or in the ground. The term includes structures temporarily or permanently located, such as decks, patios, and satellite dishes. Structure does not include: fences; poles and wiring and other aerial equipment normally associated with service drops, including guy wires and guy anchors; subsurface waste water disposal systems as defined in Title 30-A, Section 4201, subsection 5; geothermal heat exchange wells as defined in Title 32, Section 4700-E, subsection 3-C; or wells or water wells as defined in Title 32, Section 4700-E, subsection 8.

Variance: A relaxation of the terms of this Ordinance granted by the Zoning Board of Appeals where such relaxation would not be contrary to the public interest and where, because of conditions peculiar to a property and not the result of the actions or inaction of the applicant, a literal enforcement of this Ordinance would prevent reasonable use of the property and result in undue non-financial hardship. A financial hardship shall not constitute grounds for granting a Variance. The crucial factors of a Variance are undue non-financial hardship and unique circumstances applying to the property. A Variance is not justified unless both elements are present in the case. As used in this Ordinance, a Variance is authorized only for Height, Lot Coverage, and size of Structures. Establishment or expansion of a use or Lot otherwise prohibited shall not be allowed by Variance, nor shall a Variance be granted because of the presence of nonconformities in the District.

Zoning Board of Appeals: The Zoning Board of Appeals for the Town of Northport acting pursuant to the Town of Northport's Building Permit Ordinance.

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Citizens' Note: The subdivision of land is governed by Maine State Law. Reference should be made to 30-A M.R.S.A. (Maine Revised Statutes Annotated) §4401 for guidelines and restrictions which apply to that. In general, the division of a tract or parcel of land into three or more Lots within any five-year period is deemed to be a subdivision.

3. NON-CONFORMITY AND GRANDFATHERING

3.1. Basic Requirements

All Buildings or Structures hereinafter erected, reconstructed, altered, enlarged, or moved, and uses of premises within Bayside shall conform with the provisions of this Ordinance. No Building, Structure, Lot, land or water area located within a District shall be used for any purpose or in any manner except as permitted.

3.2. Non-Conforming Uses and Structures

Citizens' Note: Non-conformance shall not necessarily be considered illegal or unacceptable. Non-conforming Lots of Record, Structures, or uses that were in conformance with the standards in effect prior to the effective date of this Ordinance **Is the effective date, therefore, a moving target with each revision of the Ordinance? Should the effective date be a specific date (e.g., the date the original Zoning Ordinance was adopted) rather than a moving target? Does it matter?!** are grandfathered under this Ordinance. Any party is encouraged to read through this Ordinance and contact the Northport Village Corporation Board of Overseers or the Code Enforcement Officer with any questions regarding conformance or non-conformance.

3.2.1. Continuance of Non-Conforming Uses

3.2.1.1. The use of land, Buildings or Structures, lawful at the time of adoption or subsequent amendment of this Ordinance, may continue even though such use does not presently conform to the provisions of this Ordinance.

3.2.1.2. Subject to the limitations of Section 3.2.3, a Non-Conforming Structure may be repaired, maintained, or improved, but the area **In the context of this provision, should the term "area" refer to the Lot Coverage (i.e., footprint) or the total Structure square-footage (i.e., floor area)?!** employed in a ~~Non-Conforming~~ Use may not be extended or expanded **What's the difference between "extended" and "expanded"? Proposed definitions added below.** except in conformity with the provisions of this Ordinance, and ~~the a~~ Non-Conforming Structure may not be altered so as to become more non-conforming. For the purposes of this Ordinance, "extended" shall

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refer to a slight enlargement or continuation of an existing use or Structure within the same footprint, while "expanded" shall indicate a more significant increase in the scale or scope of a use or Structure, potentially encompassing additional land or a substantial modification to the existing Structure or activity. **These qualifiers were adopted from a Google "AI Overview."** Construction or enlargement of a foundation beneath ~~the~~an existing Non-Conforming Structure shall not be considered an expansion of the Structure provided that each of the following conditions are met: (i) the Structure and new foundation are placed such that the setback requirement is met to the greatest practical extent as determined by the Zoning Board of Appeals; (ii) the completed foundation does not extend beyond the exterior dimensions of the existing Structure; ~~and~~and (iii) the foundation does not increase the Height to more than the minimum of (x) three additional feet plus the Height of the Non-Conforming Structure before the construction of the foundation and (y) that the Height does not exceed 35 feet. **Is this height restriction now clear enough?**

3.2.1.3. A Non-Conforming Use may not be expanded or moved unless that expansion or movement brings it into conformity or mitigates the degree of non-conformity.

3.2.2. Discontinuance of Non-Conforming Uses

A non-conforming use which is discontinued for a period of one year or more may not be thereafter resumed. The uses of the land, Building, or Structure shall thereafter be required to conform to the provisions of this Ordinance.

3.2.3. Restoration of Non-Conforming Structures

In accordance with Section 3.2.1.2, if a non-conforming use, Building, or Structure is damaged by fire, explosion, flood, riot, act of God, or accident of any kind, it may be restored if the following conditions are met:

3.2.3.1. Application is made, with sufficient documentation supporting the restoration of the non-conforming Structure to Zoning Board of Appeals with notice to the Northport Village Corporation Board of Overseers and the restoration plans otherwise conform with all laws and regulations, resulting in the issuance of all required permits; and

3.2.3.2. The Zoning Board of Appeals shall grant permission for the restoration of a ~~noneonforming~~non-conforming use, Building or Structure as above referenced if the restoration is essentially the same size, location, Height and architectural appearance and character and use as formerly appeared.

3.2.4. Expansion of Non-Conforming Structures

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A non-conforming Structure may only be added to or expanded, after obtaining all required permits from the same permitting authority as for a new Structure, if such addition or expansion (i) does not increase the non-conformity of the Structure, (ii) brings it into conformity, or (iii) mitigates the degree of non-conformity. For the purposes of this Ordinance, an increase to the non-conformity of a Structure shall mean any one or more of the following:

3.2.4.1. any expansion towards a property line that decreases the existing non-conforming setback distance from the property line; or

3.2.4.2. any expansion that would increase any non-conforming Lot Coverage; or

3.2.4.3. any expansion that would ~~cause the Structure to exceed the existing~~ increase the Height of the ~~preexisting~~ Structure, regardless of the fact that the Height limit in the District might be higher. Notwithstanding the foregoing, as set forth in Section 3.2.1.2 above, construction or enlargement of a foundation beneath ~~the an~~ existing Non-Conforming Structure shall not be considered an expansion of the Structure provided that each of the following conditions are met: (i) the Structure and new foundation are placed such that the setback requirement is met to the greatest practical extent as determined by the Zoning Board of Appeals; and that (ii) the completed foundation does not extend beyond the exterior dimensions of the Structure; and that (iii) the foundation does not increase the Height to more than the minimum of (x) three feet plus the Height of the Non-Conforming Structure before the construction of the foundation and (y) 35 feet ~~cause the Structure to be elevated more than three additional feet. For example, subject to the provisions of this Section 3.2.4, an existing Non-Conforming Structure with a Height of 20 feet may have a foundation constructed beneath it so long as the Height after the construction is no more than 23 feet, regardless of the fact that the height limit in the District might be 35 feet. [Should we repeat this example in 3.2.1.2?] [It seems economically unlikely, but do we need to include a provision that takes into account prior foundation additions, such that an owner couldn't accomplish gradual three-foot Height expansions by replacing foundations that already raised the Height three feet? The Shoreland Zoning Ordinance, for example, restricts certain expansions to the size of structures using the footprint of the structure on January 1, 1989 as the baseline.]~~

3.2.5. Transfer of Ownership

Ownership of land and Structures which remain lawful but become ~~noneonforming~~ non-conforming by the adoption or amendment of this

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Ordinance may be transferred and the new owner may continue the non-conforming uses subject to the provisions of this Ordinance.

3.2.6. Restoration of Unsafe Property

3.2.6.1. Nothing in this Ordinance shall prevent the strengthening or restoration to safe condition of any part of any Building or Structure declared unsafe by the Code Enforcement Officer or other authorized government official.

3.2.6.2. Nothing in this Ordinance shall prevent any changes in a Non-Conforming Use or Non-Conforming Structure as Federal, State, or local building and safety codes may require.

3.2.7. Non-Conforming Lots of Record

3.2.7.1. A single Lot of Record which, at the effective date of adoption or amendment of this Ordinance, does not meet the area or width requirements, or both, of the District in which it is located, may be built upon provided that such Lot shall be in separate ownership and that it is not contiguous with any other Lot in the same ownership, and that all other provisions of this Ordinance shall be met, except Lot size, Frontage, and setback. Variance of yard or other requirements, and not involving area or width, shall be obtained only by action of the Zoning Board of Appeals.

3.2.7.2. If two or more contiguous Lots or parcels are in single ownership of record at the time of adoption or amendment of this Ordinance, and if all or part of the Lots do not meet the dimensional requirements of this Ordinance, the lands involved shall be considered to be a single parcel for the purposes of this Ordinance and no portion of said parcel shall be built upon or sold which does not meet dimensional requirements of this Ordinance; nor shall any division of the parcel be made which creates any dimension or area below the requirements of this Ordinance. Because two or more contiguous Lots or parcels in single ownership of record shall be considered to be a single parcel, the Board of Overseers will endeavor to secure the issuance of one tax bill for each combined Lot.

3.2.7.3. If two or more Principal Structures exist on a single Lot of Record on the effective date of this ordinance, each may be sold as a separate Lot. When such Lots are divided, each Lot thus created must be as conforming as possible to the dimensions required of this Ordinance.

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4. ZONING DISTRICTS

4.1. Zoning Districts

To implement the provisions of this Ordinance, the Northport Village Corporation is hereby divided into the following four Districts:

- 4.1.1. The Bayside Historic District consists of the land within the dark outline shown on **Exhibit B**, including all Lots on North Avenue, attached hereto and incorporated herein.
- 4.1.2. Residential 1 District (R-1) consists of the land labeled as “~~NVC~~ Residential 1 ~~District~~ (~~NVC~~R1)” on the official zoning map entitled “Zoning Map of the Northport Village Corporation” and attached as **Exhibit A**, except that that area comprising formerly shown as in R-1 now part of the Bayside Historic District, shown in Exhibit B and as an inset on Exhibit A, is no longer part of R-1.
- 4.1.3. Residential 2 District (R-2) consists of the land labeled as “~~NVC~~ Residential 2 District (~~NVC~~R2)” on the official zoning map entitled “Zoning Map of the Northport Village Corporation” and attached as **Exhibit A**.
- 4.1.4. General Purpose District (GP-1) consists of the land labeled as “~~NVC~~ General Purpose District (~~NVC~~GP)” on the official zoning map entitled “Zoning Map of the Northport Village Corporation” and attached as **Exhibit A**.

4.2. Location of Districts

Districts are located and bounded as shown on the Official Zoning Map (**Exhibit A**), entitled “Zoning Map of the Northport Village Corporation, Northport, Maine”, dated January 28, 1978 and on file at the office of the Northport Village Corporation, and as recorded at the Waldo County Registry of Deeds, except as modified by **Exhibit B**, which removes from R-1 that land shown as lying in the Bayside Historic District. **Exhibit A** and **Exhibit B** are attached hereto.

4.3. Uncertainty of Boundary Location

Where uncertainty exists with respect to the boundaries of the various Districts as shown on the Official Zoning Map, the following rules shall apply:

- 4.3.1. Boundaries indicated as approximately following the center lines of streets and highways shall be construed to follow such center lines;
- 4.3.2. Boundaries indicated as approximately following well established Lot lines shall be construed as following such Lot lines;
- 4.3.3. Boundaries indicated as approximately following Bayside limits shall be construed as following Bayside limits;

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- 4.3.4. Boundaries indicated as following shorelines shall be construed to follow such shorelines, and, in the event of natural change in the shoreline, shall be construed as moving with the actual shoreline;
- 4.3.5. Boundaries indicated as being parallel to or extensions of features indicated in subsections 4.3.1 through 4.3.4 shall be so construed. Distances not specifically indicated on the Official Zoning Map shall be determined by the scale of the map; and
- 4.3.6. Where physical or cultural features existing on the ground are at variance with those shown on the Official Zoning Map, or in other circumstances not covered by subsections 4.3.1 through 4.3.5 above, the Zoning Board of Appeals shall interpret the District boundaries.

Citizens' Note: Exhibit A shows for illustrative purposes only the boundaries of the Northport Shoreland Zone. Citizens should consult with the Town of Northport Code Enforcement Officer to determine the actual location of that boundary.

4.4. Division of Lots by District Boundaries

- 4.4.1. Where a District boundary line divides a Lot or parcel of land of the same ownership of record at the time such line is established by adoption or amendment of this Ordinance, the regulations applicable to the less restricted portion of the Lot may be extended not more than 50 feet into the more restricted portion of the Lot, subject to the following provision:
- 4.4.2. Extensions of use shall be considered a Conditional Use, subject to approval of the Zoning Board of Appeals and in accordance with the criterion set forth in Section 7.8.

5. LAND USE DISTRICT REQUIREMENTS

5.1. Bayside Historic District

5.1.1. Purpose

- 5.1.1.1. To provide for the public health and safety, environmental quality, and economic well-being of the community.
- 5.1.1.2. To stabilize and protect the essential historic characteristics of the Bayside Historic District and to promote and encourage, insofar as compatible with the intensity of land use, a suitable environment for family life.

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- 5.1.1.3. To provide for residential growth in such a manner and at such locations as are compatible with existing development and the ability of the community to provide essential services and utilities.
- 5.1.1.4. To provide areas for public and semi-public uses compatible with and necessary to residential development.
- 5.1.1.5. To promote and encourage preservation of the historic Structures in the Bayside Historic District.
- 5.1.2. Basic Requirements
 - 5.1.2.1. Permitted Uses and Conditional Uses shall conform to all dimensional requirements and other applicable requirements of this Ordinance. All necessary permits, as required by the Town of Northport, shall be issued according to the provisions of Article 7 of this Ordinance.
 - 5.1.2.2. Buildings erected, constructed, reconstructed, moved or structurally altered, whether for Permitted or Conditional Uses, shall comply with ~~the requirements of Article 5 of this Ordinance and~~ the following requirements:
 - (a) The minimum Lot size shall be 20,000 square feet for Lots with no access to a public sanitary sewer system and 2,500 square feet for Lots with access to a public sanitary sewer system.
 - (b) The minimum road Frontage shall be 50 feet.
 - (c) No Structure shall be less than six feet from a property line nor less than eight feet from a Building on adjacent property.
 - (d) The Height shall not exceed 35 feet.
 - (e) The Lot Coverage, including land area previously developed, shall not exceed the following:
 - ~~(f)~~o Lots equal to or less than 2,500 square feet, 45%.
 - ~~(g)~~o Lots equal to or less than 5,000 square feet, but more than 2,500 square feet, the greater of 35% or 1,125 square feet of Lot Coverage;
 - ~~(h)~~o Lots greater than 5,000 square feet, the greater of 20% or 1,750 square feet of Lot Coverage.
 - ~~(i)~~(f) A minimum of one off-street Parking Space shall be provided on the Lot.

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~~(f)~~(g) Every Dwelling Unit, including Accessory Dwelling Units, must have a separate connection to a sanitary sewer system or a subsurface wastewater disposal system. Where a sanitary sewer system is available, each unit must have a separate connection to that system. Where a sanitary sewer system is unavailable, each unit must have a or a subsurface wastewater disposal system connection as permitted by the Code Enforcement Officer.

Exhibit C attached provides a comparison of Basic Requirements for each District.

5.1.3. Permitted Uses

The following uses are permitted in the Bayside Historic District.

5.1.3.1. Single-Family Dwelling Unit, including a single Accessory Dwelling Unit where permissible, subject to all other requirements being met, but excluding tents, Recreational Vehicles and Mobile Homes. Use of the Structure by seasonal, weekly, or monthly tenants using the premises as a single-Family Dwelling Unit is permitted. **[Does this prohibit rentals for less than one week? If so, is that the intent? How is this enforced? This same language appears for other Districts.]**

5.1.3.2. Home Occupations, subject to the requirements of Section 6.6.

5.1.3.3. Permitted Use Accessory Structures, subject to the requirements of Section 6.1.

5.1.4. Conditional Uses

5.1.4.1. The following uses may be allowed only upon the authorization of a Conditional Use Permit by the Zoning Board of Appeals, in accordance with the provisions of Article 7.

~~(a)~~ Conditional Use Accessory Structures, subject to the requirements of Section 6.1, provided a Dwelling Unit has not existed on the Lot within the preceding five years. **[Should this be clarified? Proper interpretation requires reading the definition of “Conditional Use Accessory Structures” (and possibly the Citizens’ Note that follows it.)]**

~~(a)~~

(b) Utilities, including sewage collection and treatment facilities.

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- (c) A swimming pool, provided the Lot is a minimum of 40,000. Specifications set out in the BOCA Basic Building Code - 1981, Section 627 - SWIMMING POOLS and American Public Health Association Regulations, Section D-21 FENCES AND ENCLOSURES, shall be met. For purposes of this Ordinance minimum setbacks of 20 feet from rear or side property lines and 50 feet from the front property line shall apply to the fence surrounding the pool area.
- (d) Bed and Breakfast.
- (e) The restoration or replication of an historic Building in the Bayside Historic District to its original size, Height, footprint, and other exterior characteristics shall be a Conditional Use provided that the applicant can provide accurate evidence of the original size, Height, footprint, and other exterior characteristics. Such Conditional Use shall only be permitted if the Northport Village Corporation Board of Overseers votes to approve the applicant's plans for an historic restoration or replication. The Northport Village Corporation Board of Overseers or the Zoning Board of Appeals may attach special conditions as appropriate to ensure the same. Such restoration or replication shall not be deemed to be a permission to resume the historic use. In order to resume an historic use that is a Home Occupation or commercial use, the conditions and requirement of a Home Occupation or commercial use must be met.

Citizens' Note: A "restoration" involves the retention and improvement of an existing Structure, while a "replication" involves the removal and replacement of an existing Structure with a Structure that has an exterior that architecturally replicates the original historic Structure. The Bayside Historical Preservation Society possesses both copies of the Eastern Illustrating Company's historical photos of Bayside as well as the historic survey, including dimensions and photos, completed by the Maine Historic Preservation Commission and dated August 1991.

- 5.1.4.2. Upon the authorization of a Conditional Use Permit issued by the Zoning Board of Appeals, limited use of a Recreational Vehicle may be permitted for a period not to exceed 10 days by a guest or family member, provided said motor home or travel trailer is parked entirely within the Lot lines of the Lot visited by the motor home or travel trailer and provided the occupants of said Recreational Vehicle have access to the sanitary facilities of the Lot so visited.

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5.1.5. Omitted Uses

Uses which are not specifically allowed as Permitted Uses or Conditional Uses are prohibited.

5.2. Residential 1 District (R-1)

5.2.1. Purpose

- 5.2.1.1. To provide for the public health and safety, environmental quality, and economic well-being of the community.
- 5.2.1.2. To stabilize and protect the essential historic characteristics of certain high density residential areas located in or near the central part of Bayside, which were formerly the Northport Wesleyan Grove Campground, and to promote and encourage, insofar as compatible with the intensity of land use, a suitable environment for family life.
- 5.2.1.3. To provide for residential growth in such a manner and at such locations as are compatible with existing development and the ability of the community to provide essential services and utilities.
- 5.2.1.4. To provide areas for public and semi-public uses compatible with and necessary to residential development.

5.2.2. Basic Requirements

- 5.2.2.1. Permitted Uses and Conditional Uses shall conform to all dimensional requirements and other applicable requirements of this Ordinance. All necessary permits, as required by the Town of Northport, shall be issued according to the provisions of Article 7 of this Ordinance.
- 5.2.2.2. Buildings erected, constructed, reconstructed, moved or structurally altered, whether for permitted or Conditional Uses, shall comply with ~~the requirements of Article 5 of this Ordinance and~~ the following requirements: Northport CEO Toupie Rooney conveyed to Dan Webster on 9/8/23 that this language (which appears in other sections) is confusing because “the following requirements” are part of “the requirements of Article 5.”
 - (a) The minimum Lot size shall be 20,000 square feet for Lots with no access to a public sanitary sewer system and 10,000 square feet for Lots with access to a public sanitary sewer system.
 - (b) The minimum road Frontage shall be 75 feet.

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- (c) No Structure shall be less than 10 feet from a property line nor less than 15 feet from a Building on adjacent property.
- (d) The Height shall not exceed 35 feet.
- (e) The Lot Coverage shall not exceed 20%, including land area previously developed.
- (f) A minimum of two off-street Parking Spaces shall be provided on the Lot.
- (g) Every Dwelling Unit, including Accessory Dwelling Units, must have a separate connection to a sanitary sewer system or a subsurface wastewater disposal system. Where a sanitary sewer system is available, each unit must have a separate connection to that system. Where a sanitary sewer system is unavailable, each unit must have a subsurface wastewater disposal system connection as permitted by the Code Enforcement Officer.

Exhibit C attached provides a comparison of Basic Requirements for each District.

5.2.3. Permitted Uses

The following uses are permitted in the Residential 1 District (R-1):

- 5.2.3.1. Single-Family Dwelling Unit, including Accessory Dwelling Units where permissible, subject to all other requirements being met, but excluding tents and Recreational Vehicles. Use of the Structure by seasonal, weekly, or monthly tenants as a Dwelling Unit is permitted.
- 5.2.3.2. Home Occupations, subject to the requirements of Section 6.6.
- 5.2.3.3. Permitted Use Accessory Structures, subject to the requirements of Section 6.1.

5.2.4. Conditional Uses

- 5.2.4.1. The following uses may be allowed only upon the issuance of a Conditional Use Permit, in accordance with the provisions of Article 7.
 - (a) Conditional Use Accessory Structures, subject to the requirements of Section 6.1.
 - (b) Utilities, including sewage collection and treatment facilities.

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(c) A swimming pool, provided the Lot is a minimum of 40,000 square feet. Specifications set out in the BOCA Basic Building Code - 1981, Section 627 - SWIMMING POOLS and American Public Health Association Regulations, Section D-21 FENCES AND ENCLOSURES shall be met. For purposes of this Ordinance, minimum setbacks of 20 feet from rear or side property lines and 50 feet from the front property line shall apply to the fence surrounding the pool area.

(d) Bed and Breakfast.

5.2.4.2. Upon the authorization of a Conditional Use Permit issued by the Zoning Board of Appeals, limited use of a Recreational Vehicle may be permitted for a period not to exceed 10 days by a guest or family member, provided said motor home or travel trailer is parked entirely within the Lot lines of the Lot visited by the motor home or travel trailer and provided the occupants of said Recreational Vehicle have access to the sanitary facilities of the Lot so visited.

5.2.5. Omitted Uses

Uses which are not specifically allowed as Permitted Uses or Conditional Uses are prohibited.

5.3. Residential 2 District (R-2)

5.3.1. Purpose

5.3.1.1. To provide for the public health and safety, environmental quality, and economic well-being of the community.

5.3.1.2. To provide areas for medium density residential growth in such a manner and at such locations as are compatible with existing development and the ability of the community to provide essential services and utilities.

5.3.1.3. To provide areas for public and semi-public uses compatible with and necessary to residential development.

5.3.2. Basic Requirements

5.3.2.1. Permitted Uses and Conditional Uses shall conform to all dimensional requirements and other applicable requirements of this Ordinance. All necessary permits, as required by the Town of Northport, shall be issued according to Article 7 of this Ordinance.

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5.3.2.2. Buildings erected, constructed, reconstructed, moved or structurally altered, whether permitted or Conditional Uses, shall comply with ~~the requirements of Article 5 of this Ordinance and~~ the following requirements:

- (a) The minimum Lot size shall be 20,000 square feet.
- (b) The minimum road Frontage shall be 100 feet.
- (c) The minimum front setback shall be 50 feet, the side setback 10 feet and the rear setback 20 feet.
- (d) The Height shall not exceed 35 feet.
- (e) The Lot Coverage shall not exceed 20%, including land area previously developed.
- (f) A minimum of two off-street Parking Spaces shall be provided on the Lot.
- (g) Every Dwelling Unit, including Accessory Dwelling Units, must have a separate connection to a sanitary sewer system or a subsurface wastewater disposal system. Where a sanitary sewer system is available, each unit must have a separate connection to that system. Where a sanitary sewer system is unavailable, each unit must have a subsurface wastewater disposal system connection as permitted by the Code Enforcement Officer.

Exhibit C attached provides a comparison of Basic Requirements for each District.

5.3.3. Permitted Uses

The following uses are permitted in the Residential 2 District (R-2):

5.3.3.1. Single-Family Dwelling Unit, including Accessory Dwelling Units, where permissible, subject to all other requirements being met, but excluding tents and Recreational Vehicles. Use of the Structure by seasonal, weekly, or monthly tenants using the premises as a Dwelling Unit is permitted.

5.3.3.2. Home Occupations, subject to the requirements of Section 6.6.

5.3.3.3. Permitted Use Accessory Structures, subject to the requirements of Section 6.1.

5.3.3.4. Family Daycare Homes.

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5.3.4. Conditional Uses

5.3.4.1. The following uses may be allowed only upon the issuance of a Conditional Use Permit, in accordance with the provisions of Article 7.

- (a) Conditional Use Accessory Structures, subject to the requirements of Section 6.1.
- (b) Utilities, including sewage collection and treatment facilities.
- (c) A swimming pool, provided the Lot is a minimum of 40,000 square feet. Specifications set out in the BOCA Basic Building Code - 1981, Section 627 - SWIMMING POOLS and American Public Health Association Regulations, Section D-21 FENCES AND ENCLOSURES, shall be met. For purposes of this Ordinance, minimum setbacks of 20 feet from rear or side property lines and 50 feet from the front property line shall apply to the fence surrounding the pool area.
- (d) Bed and Breakfast.
- (e) Inns and restaurants.
- (f) Timber Harvesting.
- (g) Mobile Home Park.

5.3.4.2. Upon the authorization of a Conditional Use Permit issued by the Zoning Board of Appeals, limited use of a Recreational Vehicle may be permitted for a period not to exceed 10 days by a guest or family member, provided said motor home or travel trailer is parked entirely within the Lot lines of the Lot visited by the motor home or travel trailer and provided the occupants of said Recreational Vehicle have access to the sanitary facilities of the Lot so visited.

5.3.5. Omitted Uses

Uses which are not specifically allowed as Permitted Uses or Conditional Uses are prohibited.

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5.4. General Purpose District (GP)

5.4.1. Purpose

- 5.4.1.1. To provide for the public health and safety, environmental quality, and economic well-being of the community.
- 5.4.1.2. To allow a maximum diversity of uses by imposing minimum controls on those uses, which by virtue of their external effects (waste discharge, noise, glare, fumes, smoke, dust, odors, or vehicle traffic) could otherwise create a nuisance or unsafe or unhealthy conditions.
- 5.4.1.3. To provide areas for public and semi-public uses compatible with and necessary to residential development.

5.4.2. Basic Requirements

- 5.4.2.1. Permitted Uses and Conditional Uses shall conform to all dimensional requirements and other applicable requirements of this Ordinance. All necessary permits, as required by the Town of Northport, shall be issued according to the provisions of Article 7 of this Ordinance.
- 5.4.2.2. Buildings erected, constructed, reconstructed, moved or structurally altered, whether or permitted or Conditional Uses, shall comply with ~~the requirements of Article 5 of this Ordinance and~~ the following requirements:
 - (a) The minimum Lot size shall be 20,000 square feet.
 - (b) The minimum road Frontage shall be 100 feet.
 - (c) The minimum front setback shall be 50 feet, the side setback 10 feet and the rear setback 20 feet.
 - (d) The Lot Coverage shall not exceed 20%, including land area previously developed.
 - (e) The Height shall not exceed 35 feet.
 - (f) Every Dwelling Unit, including Accessory Dwelling Units, must have a sanitary separate connection to a sanitary sewer system or a subsurface wastewater disposal system. Where a sanitary sewer system is available, each unit must have a separate connection to that system. Where a sanitary sewer system is unavailable, each unit must have a subsurface wastewater disposal system connection as permitted by the Code Enforcement Officer.

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Exhibit C attached provides a comparison of Basic Requirements for each District.

5.4.3. Permitted Uses

The following uses are permitted in the General Purpose District (GP-1):

- 5.4.3.1. Single-Family Dwelling Unit, including Accessory Dwelling Units where permissible, subject to all other requirements being met, but excluding tents and Recreational Vehicles. Use of the Structure by seasonal, weekly, or monthly tenants using the premises as a single-Family Dwelling is permitted.
- 5.4.3.2. Home Occupations, subject to the requirements of Section 6.6.
- 5.4.3.3. Permitted Use Accessory Structures, subject to the requirements of Section 6.1.
- 5.4.3.4. Family Daycare Homes.
- 5.4.3.5. Open space use.
- 5.4.3.6. Agriculture and gardening.
- 5.4.3.7. Sale of produce and plants.
- 5.4.3.8. Timber harvesting.
- 5.4.3.9. Commercial facilities having less than 10,000 square feet of Gross Floor Area constructed on a Lot with sufficient off-street Parking Spaces for all employees, vendors, and customers and employing no more than six full-time equivalent employees, but excluding vehicle service stations or repair garages and any commercial use that would create a public nuisance, which are prohibited.
- 5.4.3.10. Religious houses of worship.
- 5.4.3.11. Nursing homes.

5.4.4. Conditional Uses

- 5.4.4.1. The following uses may be allowed only upon issuance of a Conditional Use Permit, in accordance with the provisions of Article 7.
 - (a) Conditional Use Accessory Structures, subject to the requirements of Section 6.1.

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- (b) Utilities, including sewage collection and treatment facilities.
- (c) A swimming pool, provided the Lot is a minimum of 40,000 square feet. Specifications set out in the BOCA Basic Building Code - 1981, Section 627 - SWIMMING POOLS and American Public Health Association Regulations, Section D-21 FENCES AND ENCLOSURES, shall be met. For purposes of this Ordinance, minimum setbacks of 20 feet from rear or side property lines and 50 feet from the front property line shall apply to the fence surrounding the pool area.
- (d) Bed and Breakfast.
- (e) Inns and restaurants.
- (f) Mobile Home Park.
- (g) Campgrounds.
- (h) Planned Unit Development.
- (i) Convenience Stores.
- (j) Commercial facilities not meeting the criteria for Permitted Use, but excluding vehicle service stations or repair garages and any commercial use that would create a public nuisance, which are prohibited.

5.4.5. Omitted Uses

Uses which are not specifically allowed as Permitted Uses or Conditional Uses are prohibited.

6. PERFORMANCE STANDARDS

6.1. Accessory Structure

- 6.1.1. No garage or other Accessory Structures shall be located between the street or public way and the street- or public-way facing façade of the Principal Structure. When located to the rear or side of the main Structure, the Accessory Structure shall be set back a distance not less than one time the Accessory Structure's Height, but in any event, not less than the minimum setback for Principal Structures. **Is this clear enough?**

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- 6.1.2. In any District, an Accessory Structure may only be approved by the Code Enforcement Officer or Zoning Board of Appeals upon a determination that said use or Structure complies with the following conditions:
- 6.1.2.1. Such use is not intended to expand a use otherwise limited in the District.
 - 6.1.2.2. Such use, if not permitted by right within the District, is an integral and minor part of a permitted use.
 - 6.1.2.3. Such use is consistent with the normal requirements of the Principal Use and is not excessive for such use or for that District.
 - 6.1.2.4. Such use is not detrimental to the surrounding area or properties.
 - 6.1.2.5. Adequate area is available without reducing the area requirements set forth for the use in the District in which it lies.

6.2. Agriculture

Agricultural practices shall be conducted to minimize soil erosion, sedimentation, contamination, and nutrient enrichment of ground and surface waters.

6.3. Campgrounds

- 6.3.1. Campgrounds shall conform to the minimum requirements imposed under state licensing procedures and any ordinances of the Town of Northport.
- 6.3.2. Recreational vehicle, tent, or shelter areas containing approved water-carried sewage facilities shall meet the following requirements:
 - 6.3.2.1. Each camp site shall contain a minimum of 2,500 square feet, excluding roads, driveways, and parking areas.
 - 6.3.2.2. A minimum of 200 square feet of off-street parking shall be provided for each camp site.
 - 6.3.2.3. Each camp site shall be provided with a picnic table and trash receptacle and shall comply with the Northport Village Corporation Fire Ordinance.
- 6.3.3. The area intended for the placement of the Recreational Vehicles, tents, or shelters and utility service Buildings, shall be set back a minimum of 100 feet from the exterior Lot lines of the Campground.
- 6.3.4. All Campgrounds shall be screened by a continuous landscaped area containing evergreen shrubs, trees, fences, walls, or any combination which

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forms an effective visual barrier of not less than six feet in Height, located along all exterior Lot lines of the Campground, except where driveways shall be kept open to provide visibility for vehicles entering or leaving the Campground.

6.4. Elevation of Buildings Above Flood Level

All Buildings shall have their lowest floor and their heating, electrical, septic tank, filter field and other vital utility facilities constructed at an elevation not less than two feet above the level of the Regional Flood. In addition, the ground level surrounding Buildings shall be raised to an elevation not less than one foot above the Regional Flood. Such fill shall extend for a minimum horizontal distance of 15 feet from the outer surface of the Building walls. Maximum depth of fill shall not exceed three feet.

6.5. Filling, Grading, Lagooning, Dredging, or Other Earth-Moving Activity

6.5.1. General

Filling, grading, lagooning, dredging, and other earth-moving business activity which would result in erosion, sedimentation, or impairment of water quality or fish and aquatic life are prohibited.

6.5.2. Earth Moving Requiring a Conditional Use Permit

Application for a Conditional Use Permit from the Zoning Board of Appeals for excavation, processing and storage of soil, loam, sand, gravel, rock and other natural deposits shall be made in accordance to the provisions of Article 7 of this Ordinance and the following requirements:

6.5.2.1. The application shall be accompanied by a plan prepared by a Registered Land Surveyor or Registered Professional Engineer.

6.5.2.2. The applicant shall submit written approval from the Department of Marine Resources and Fisheries or Inland Fisheries and Game, as applicable, prior to consideration by the Zoning Board of Appeals.

6.5.2.3. The applicant shall submit written approval from the appropriate Soil and Water Conservation District prior to consideration by the Zoning Board of Appeals.

6.5.3. Surety and Terms of Permits

No permit shall be issued without a bond or other security to ensure compliance with such conditions as the Zoning Board of Appeals may impose. No permit shall be issued for a period to exceed three years, although such permit may be renewed for additional periods in the same manner.

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6.5.4. Existing Operations

Any operation involving the excavation, processing or storage of soil, earth, loam, sand, gravel, rock or other mineral deposits in lawful operation at the time of this Ordinance becomes effective may operate for a period of three years from the effective date. Discontinuance of any existing operation for a period of more than one year shall require application for a new permit. Continuation of any existing operation for more than three years shall require a permit from the Zoning Board of Appeals.

6.6. Home Occupations

6.6.1. Home Occupations shall be carried on wholly within the Principal Structure.

6.6.2. No more than two persons outside the family shall be employed on location in the Home Occupation.

6.6.3. There shall be no exterior display, no exterior Sign (except as permitted by the provisions of this Ordinance), no exterior storage of materials, lobster gear or equipment of any kind, and no other exterior indication of the Home Occupation or variation from the residential character of the Principal Structure.

6.6.4. No nuisance, waste discharge, offensive noise, vibration, smoke, dust, odors, heat, glare, or radiation shall be generated.

6.6.5. The Home Occupation shall not use more than 20% of the Gross Floor Area of the residential Structure.

6.6.6. Adequate parking on the premises shall be available for the employees, customers, clients, or vendors of the business.

6.7. Mobile Home Parks

Citizens' Note: The management and development of Mobile Home Parks is governed by Maine state statutes.

6.7.1. Mobile Home Parks shall meet state requirements for mobile home parks.

6.7.2. Mobile Home Parks shall meet all requirements for a residential subdivision and shall conform to all applicable state law and local ordinances.

6.7.3. Lots in a Mobile Home Park shall meet all of the dimensional and area requirements for single-Family Dwelling Units for the District in which the park is situated.

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- 6.7.4. No Mobile Home shall be placed within 35 feet of any other Mobile Home.
- 6.7.5. All Mobile Homes shall be connected to a water supply and a sanitary sewer system, in accordance with the sanitary provisions (Section 6.9) of this Ordinance.
- 6.7.6. No permanent additions other than factory-built units of similar construction to the original unit shall be permitted without approval of the Zoning Board of Appeals.
- 6.7.7. All Mobile Home Parks shall be screened by a continuous landscaped area containing evergreen shrubs, trees, fences, walls, or a combination which forms an effective visual barrier of not less than six feet in Height, located along all exterior Lot lines of the Mobile Home Park, except where driveways shall be kept open to provide visibility for vehicles entering or leaving the park.
- 6.8. Planned Unit Development
- 6.8.1. Purpose
- The purpose of these provisions is to allow for new concepts of housing development where maximum variations of design may be allowed, provided that the net residential density shall be no greater than is permitted in the District in which the development is proposed.
- 6.8.2. Basic Requirements
- Planned Unit Development shall meet all of the following:
- 6.8.2.1. All requirements for a residential subdivision shall be met.
- 6.8.2.2. Ten acres shall be the minimum area of the development.
- 6.8.2.3. Any Lot abutting a public road shall have a Frontage and area no less than normally required in the District. On other than public roads, Lot Area may be reduced to not less than 10,000 square feet and road Frontage to a minimum of 75 feet. The Frontage on Lots abutting a circular turnaround may be reduced to 50 feet, provided that the minimum Lot width at the face of the Building shall be 75 feet.
- 6.8.2.4. The total area of common land within the development shall equal or exceed the sum of the areas by which building Lots, cumulatively, are reduced below the minimum Lot Area normally required in the District based on the number of building Lots.

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- 6.8.2.5. Every building Lot that is reduced in area below the amount normally required shall abut such common land for a distance of at least 50 feet.
- 6.8.2.6. All common land for recreational or conservation purposes only shall be owned jointly or in common by the owners of the building Lots, by a trust or association which has as its principal purpose the conservation or preservation of land in essentially its natural condition, or by the Northport Village Corporation.
- 6.8.2.7. Further subdivision of common land or its use for other than non-commercial recreation or conservation, except for easements for underground utilities, shall be prohibited. Structures and Buildings accessory to non-commercial recreational or conservation uses may be erected on common land.
- 6.8.2.8. All Dwellings in a Planned Unit Development shall be connected to a common water supply and sanitary sewer system, in accordance with the sanitary provisions (Section 6.9) of this Ordinance.
- 6.8.2.9. Buildings shall be oriented with respect to scenic vistas, natural landscape features, topography, and natural drainage areas, in accordance with an overall plan for site development.

6.9. Sanitary Provisions

Citizens' Note: To add fixtures or to connect to the Northport Village Corporation Water or Wastewater Systems, the Utility Department of the Northport Village Corporation must be consulted for terms and conditions, fees, and system capacity, connection costs associated with that application. Among other restrictions, the following may not be connected to or otherwise discharged into the Northport Village Corporation Wastewater System: sump pumps; foundation drains (either exterior or interior); and stormwater run-off, including from roof gutters/drains.

Citizens' Note: Flushable wipes and fats, oil, and grease (FOG), have become a major source of clogged building drains in the waterworks industry, plugged sewage pumps and sanitary sewer overflows and/or causing sewage back-ups into homes. Please practice the three "P"s – only pee, poop, and (toilet) paper should be flushed down the toilet.

6.9.1. Purpose

To promote health, safety, and general welfare, and to protect ground and surface waters and public and private water supplies from contamination or

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nutrient enrichment, the following provisions shall be applicable to the installation of sanitary waste disposal facilities in all Districts.

6.9.2. Connection to Public Facilities

All plumbing shall be connected to public collection and treatment facilities when such facilities are available. No building permit shall be issued until the requirements for connecting to or modifying existing utility connections are satisfied.

6.9.3. Subsurface Wastewater Disposal Systems

Any subsurface wastewater disposal system shall be in compliance with all requirements of the State Plumbing Code and the Town of Northport.

6.9.4. Other Systems

Other systems of sanitary waste disposal shall be subject to review and approval of the Maine Department of Environmental Protection and/or the Maine Department of Health and Welfare, as well as the Town of Northport.

6.10. Signs and Billboards

6.10.1. General

Billboards are prohibited in all Districts in the Northport Village Corporation. Signs affixed to poles, public buildings, benches, trees or any other public place without permission of the Board of Overseers are prohibited. The Northport Village Corporation maintains signboards within Bayside upon which the Northport Village Corporation and its citizens and residents may reasonably post notices. The following provisions shall apply to Signs in all Districts.

6.10.2. Purpose

The purpose of these regulations is to encourage signage in Bayside which will be appropriate to the Village's architectural styles and visual qualities, compatible with the Village's architecture and visual setting, appropriate to the activity announced, legible in the circumstances in which they are seen, and professional in appearance, construction and material.

6.10.3. Permitted Sign Size, Location and Illumination

6.10.3.1. No Sign shall be erected adjacent to any public way in such a manner as to obstruct clear and free vision or to interfere with any authorized traffic sign, signal, or device or otherwise constitute a hazard to pedestrian or vehicular traffic.

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- 6.10.3.2. Flashing, moving, or animated signs are prohibited. Illuminated signs, signs with flashing or moving lights, signs with visibly moving parts, and roof signs are permitted only in the GP District.
- 6.10.3.3. Signage illumination that creates a nuisance to abutting property owners, vehicles, or the public or otherwise constitute a hazard to pedestrian or vehicular traffic is prohibited.
- 6.10.3.4. A lighting fixture that directly or indirectly illuminates a sign must be designed so that the light source itself is shielded from view and does not shine directly into the right-of-way or onto adjacent property under different ownership. This does not apply to signs illuminated using neon.
- 6.10.3.5. No Sign shall be located within three feet of a Lot boundary.
- 6.10.3.6. Name signs shall be permitted, provided such Signs shall not exceed three square feet in area and shall not exceed two Signs per dwelling.
- 6.10.3.7. A property owner may display (or permit a realtor or real estate agency to display) a single Sign of not over four square feet in area advertising the property is for sale, provided that such signs are permitted only during the period that the property is for sale and must be removed within two weeks of the sale transaction closing. The erection of real estate signs at off-premises locations for directional or other purposes is prohibited.
- 6.10.3.8. A property owner may display (or permit a realtor or real estate agency to display) a single Sign of not over one and one-half square feet in area advertising the property is for rent or lease, provided that such signs are attached only to the Building for rent or lease and only during the period that the property is for rent or lease. Sign text shall be limited to a contact, company name, phone number, and/or website or email address. The sign shall be placed such that it does not damage or conceal significant architectural features or details.
- 6.10.3.9. Residential users may display a single Sign of not over four square feet in area relating to yard sales, provided such signs are not displayed more than one calendar day prior to the advertised sale and are removed not later than the calendar day following the advertised sale.
- 6.10.3.10. Signs relating to trespassing and hunting shall be permitted consistent with Maine state law.

ZONING ORDINANCE OF THE NORTHPORT VILLAGE CORPORATION

6.10.3.11. Signage approved by the Board of Overseers (for example, signage created by the Bayside Historical Preservation Society documenting the historical attributes of Bayside) shall be permitted on Village-owned property.

6.11. Exterior Lighting

Any land use may have adequate exterior lighting to provide for safety during nighttime hours. Lighting may be used that serves security, safety, and operational needs but that would not directly or indirectly affect abutting properties or that would impair the vision of a vehicle operator on adjacent roadways. Lighting fixtures must be shielded or hooded so that the lighting elements are not exposed to normal view by motorists, pedestrians, or adjacent dwellings, and so that they do not unnecessarily light the night sky. Direct or indirect illumination may not exceed 0.2 foot-candles at the Lot line.

6.12. Timber Harvesting

The following standards shall govern timber harvesting.

6.12.1. Harvesting Operations

6.12.1.1. Harvesting operations shall be conducted in such a manner that a well distributed stand of trees is retained.

6.12.1.2. Harvesting activities shall not create single openings greater than 7,500 square feet in the forest canopy.

6.12.1.3. In any stand, harvesting shall remove not more than 40% of the volume of trees six inches or more in diameter, measured four and one-half feet above the ground level, in any 10-year period. Removal of trees less than six inches in diameter, measured as above, is permitted in conformance with all other provisions of this section.

6.12.1.4. Harvesting operations shall be conducted only between 7 AM and 6 PM and in such a manner that minimal soil disturbance results. Adequate provision shall be made to prevent soil erosion and sedimentation of surface waters.

6.12.2. Slash

No significant accumulation of slash shall be left within 50 feet of the normal high water elevation of water bodies. At distances greater than 50 feet from the normal high water elevation of water bodies, all slash shall be disposed of

ZONING ORDINANCE OF THE NORTHPORT VILLAGE CORPORATION

off-site or left on the ground in such a manner that no part thereof extends more than four feet above the ground.

6.12.3. Roads

No roads requiring earthmoving, cut, or fill shall be constructed.

6.13. Vegetative Cutting

In all Districts and, where applicable, to the extent permitted by the Shoreland Zoning Ordinance, clearing of trees and conversion to other vegetation is allowed for approved construction and landscaping. Clearing for agriculture shall conform to the standards for agriculture of this Ordinance and, where applicable, to the Shoreland Zoning Ordinance. Where natural vegetation is removed in a manner that destabilizes soil or contributes to erosion, the ground must be stabilized either through an appropriate physical barrier, such as a retaining wall, or the area must be replanted with vegetation that is equally effective in retarding erosion and stabilizing soil.

6.14. Water Quality Protection

No activity shall locate, store, discharge, or permit the discharge of any treated, untreated, or inadequately treated liquid, gaseous, or solid materials of such nature, quantity, obnoxiousness, toxicity, or temperature that run off, seep, percolate, or wash into surface or ground waters so as to contaminate, pollute, or harm such waters or cause nuisances, such as objectionable shore deposits, floating or submerged debris, oil or scum, color, odor, taste, or unsightliness, or be harmful to human, animal, plant, or aquatic life.

6.15. Bed and Breakfast

A Bed and Breakfast may be approved by the Zoning Board of Appeals provided that the applicant demonstrates by a preponderance of the evidence that the following criteria have been or will be met:

6.15.1. The applicant shall clearly demonstrate that an adequate water supply has been established that will provide sufficient water for the cooking, bathing, cleaning, and other reasonably anticipated water requirements of the Bed and Breakfast facility as proposed, as well as the established Dwelling.

6.15.2. The applicant shall clearly demonstrate that a subsurface wastewater disposal system can be installed in full compliance with the State of Maine Wastewater disposal rules, as from time to time amended. Such system shall be installed and approved in conformance with said rules prior to undertaking a Bed and Breakfast use of the premises. **[Discuss: "Subsurface wastewater disposal system" refers to septic, not the Village's sanitary sewer system. A Bed and Breakfast (defined as "An owner-occupied Dwelling in which no more than five rooms for sleeping**

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accommodations are made available for a fee to transient guests”) is a Conditional Use in all Districts, which requires a permit from the ZBA, which I assume wouldn’t be permitted without the addressing of wastewater disposal. The language in 6.15.2 suggests that, if the applicant can’t “clearly demonstrate that a subsurface wastewater disposal system can be installed in full compliance with the State of Maine Wastewater disposal rules,” then the permit wouldn’t be granted. Throughout the Ordinance, references are made to “a sanitary sewer system or a subsurface wastewater disposal system,” which suggests that the two are different things. We might discuss whether B&Bs should be permitted as Conditional Uses in Buildings connected to the sanitary sewer system, given the stresses on the sanitary sewer system.]

- 6.15.3. On-premises (that is, off-street) Parking Spaces shall be provided as follows:
 - 6.15.3.1. Two spaces for the owner/owners of the Bed and Breakfast establishment.
 - 6.15.3.2. One Parking Space for each room offered or to be offered for a fee.
 - 6.15.3.3. A Parking Space shall be no less than 20 feet long by 9 feet wide.
- 6.15.4. The applicant shall clearly demonstrate that the criteria set forth in Section 6.9 can be met in the establishment and operation of a Bed and Breakfast use as applied for. Conditions may be attached by the permitting authority.
- 6.15.5. The Bed and Breakfast shall be owner-occupied.
- 6.15.6. The Bed and Breakfast shall offer no more than five rooms for sleeping accommodations, made available for a fee to transient guests.
- 6.15.7. The Bed and Breakfast shall not offer any meals to guests other than a morning meal to overnight guests.

7. ADMINISTRATION

7.1. Application for Building Permit

- 7.1.1. It shall be unlawful to start any work for the purpose of construction, alteration or removal of any Structure unless a building permit has been issued in conformance with this Ordinance and any requirements of the Town of Northport.

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- 7.1.2. Within 15 business days of the filing of an application for a building permit for the construction, alteration, or removal of any Structure, the Code Enforcement Officer shall approve or deny all such applications.
- 7.1.3. All applications for building permits shall be submitted in writing, in triplicate, and signed by the Lot owner of record to the Code Enforcement Officer and shall include a site plan, accurately drawn to a suitable scale, showing:
- 7.1.3.1. The size, shape and location of the Lot to be built upon.
 - 7.1.3.2. The size, shape, Height and location of the Structure to be erected, altered, or removed on the Lot, together with any other Structures on the Lot.
 - 7.1.3.3. Setback lines of any Structures on adjoining Lots.
 - 7.1.3.4. The Lot Coverage calculation.
 - 7.1.3.5. Any other information needed by the Code Enforcement Officer or Zoning Board of Appeals to determine whether or not the provisions of this Ordinance are being observed.
- 7.1.4. One copy of the application and plans shall be returned to the Applicant by the Code Enforcement Officer marked approved or disapproved. The second copy of the application and plans shall be delivered by the applicant to the Northport Village Corporation office (Attention: Village Agent). The third copy of the application and plans shall be retained by the Code Enforcement Officer and shall be kept on file as a permanent public record.
- 7.1.5. If no significant progress of construction has been made within one year, beginning with the date the permit was issued, the permit shall expire.

7.2. Permits Required

No building permit shall be issued for any Structure involving the construction, installation or alteration of sanitary plumbing facilities unless any and all subsidiary permits such as plumbing permits, electrical permits, and public utility connection authorizations have been secured.

7.3. Fee

No building permit shall be issued without payment of a fee as set by the Town of Northport.

7.4. Enforcement

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7.4.1. It shall be the duty of the Town of Northport Code Enforcement Officer to administer and enforce the provisions of this Ordinance.

7.4.2. If the Code Enforcement Officer shall find that any provision of this Ordinance is being violated, the Code Enforcement Officer shall notify, in writing, the person responsible for such violation, indicating the nature of the violation and ordering the action necessary to correct it, with a copy of such notification sent to the Northport Village Corporation at office@nvcmaine.org.

7.5. Legal Action and Violation

When the Code Enforcement Officer finds that a violation of any provision of this Ordinance persists in spite of attempted enforcement, the town attorney (as designated by the Select Board) is hereby authorized and directed to institute any and all actions and proceedings, either legal or equitable, that may be appropriate and necessary to enforce the provisions of this Ordinance in the name of the Town of Northport. The Town shall keep the Northport Village Corporation advised of all such action.

7.6. Penalties for Violation

Any person violating any provision of this Ordinance shall be guilty of a misdemeanor and, on conviction, shall be fined not less than \$20.00 nor more than \$1,000.00. Each day such a violation is permitted to exist after notification shall constitute a separate offense.

7.7. Appeals

Appeals from any written decision of the Code Enforcement Officer shall be taken pursuant to the Town of Northport's Building Permit Ordinance.

7.8. Conditional Use Permits

7.8.1. Authorization

The Zoning Board of Appeals is hereby authorized to hear and decide upon applications for Conditional Use Permits, in accordance with state law and the provisions of this Ordinance and the Town of Northport Building Permit Ordinance.

7.8.2. Factors Applicable to Conditional Uses

7.8.2.1. In considering a Conditional Use Permit, the Zoning Board of Appeals shall evaluate the immediate and long-range effects of the proposed use, giving due consideration to promoting the public

ZONING ORDINANCE OF THE NORTHPORT VILLAGE CORPORATION

health, safety, convenience, and welfare, encouraging the most appropriate use of the land, and conserving property values.

7.8.2.2. The Zoning Board of Appeals shall also consider the following factors:

- (a) The prevention and control of air and water pollution.
- (b) The compatibility of the proposed use with adjacent land uses.
- (c) The amount and type of wastes to be generated by the proposed use, including surface water runoff, and the adequacy of the proposed disposal systems.
- (d) The impact of the proposed use on the peace and tranquility of the neighborhood and the quiet enjoyment of other neighborhood properties.

7.8.3. Conditions Attached to Conditional Uses

The Zoning Board of Appeals may attach such conditions, in addition to those required elsewhere in this Ordinance, that it finds necessary to further the purposes of this Ordinance. Such conditions may include, but are not limited to, specifications for: type of vegetation; increased setback requirements; specified sewage disposal or water supply facilities; landscaping and planting screens; periods of operation; operational controls; professional inspection and maintenance; sureties; deed restrictions; restrictive covenants; location of parking areas and Signs; type of construction; or any other conditions necessary to fulfill the purposes of this Ordinance.

ATTESTATION

I certify that this to be a true and complete copy of the Zoning Ordinance of the Northport Village Corporation, Northport, Maine, enacted the [11th day of June, 2023].

ATTEST: /s/ Maureen Einstein
Clerk, Northport Village Corporation

Date: [June 11, 2023]

EXHIBIT A

Zoning Map of the Northport Village Corporation

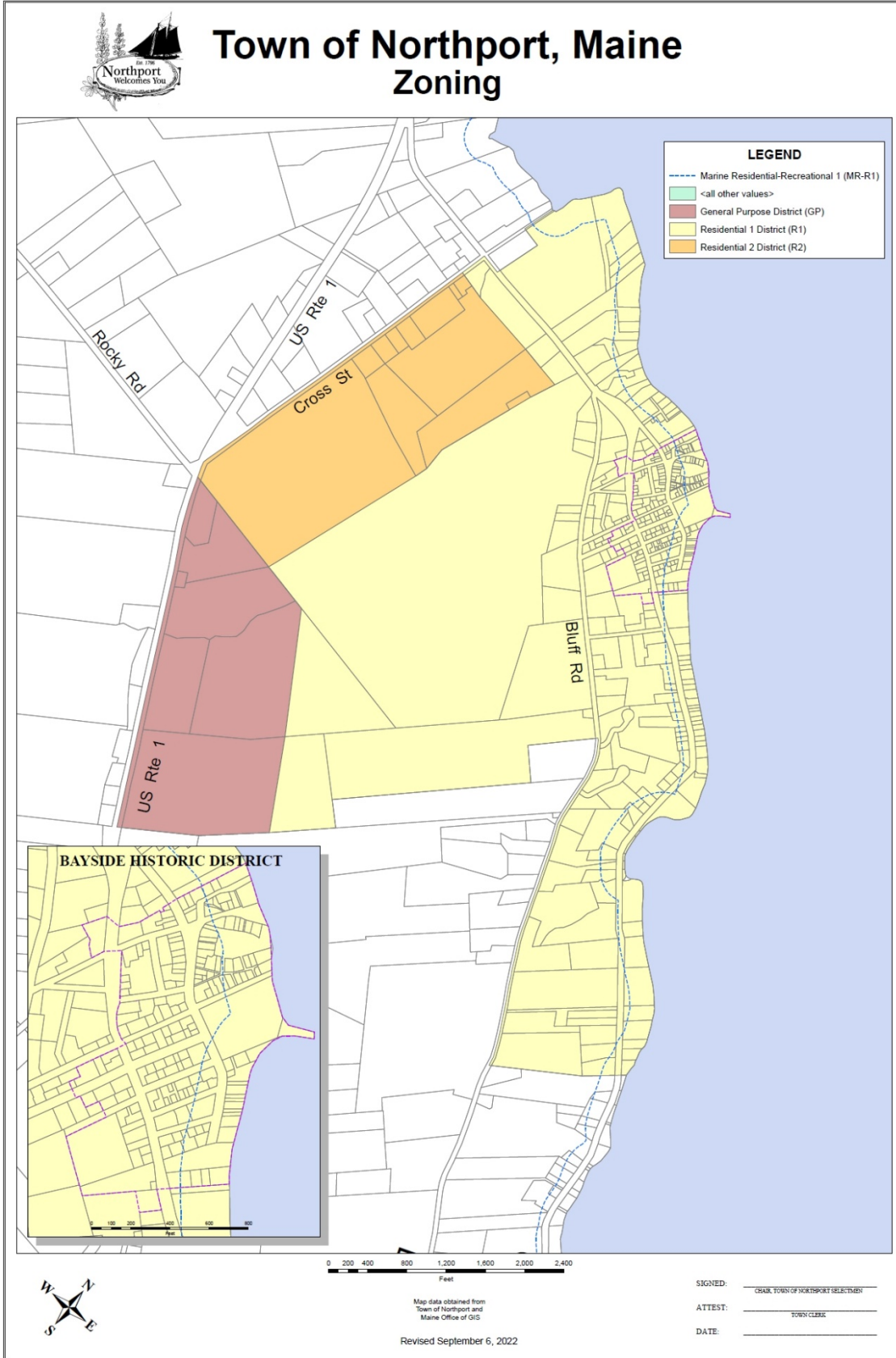


EXHIBIT B
Map of the Bayside Historic District

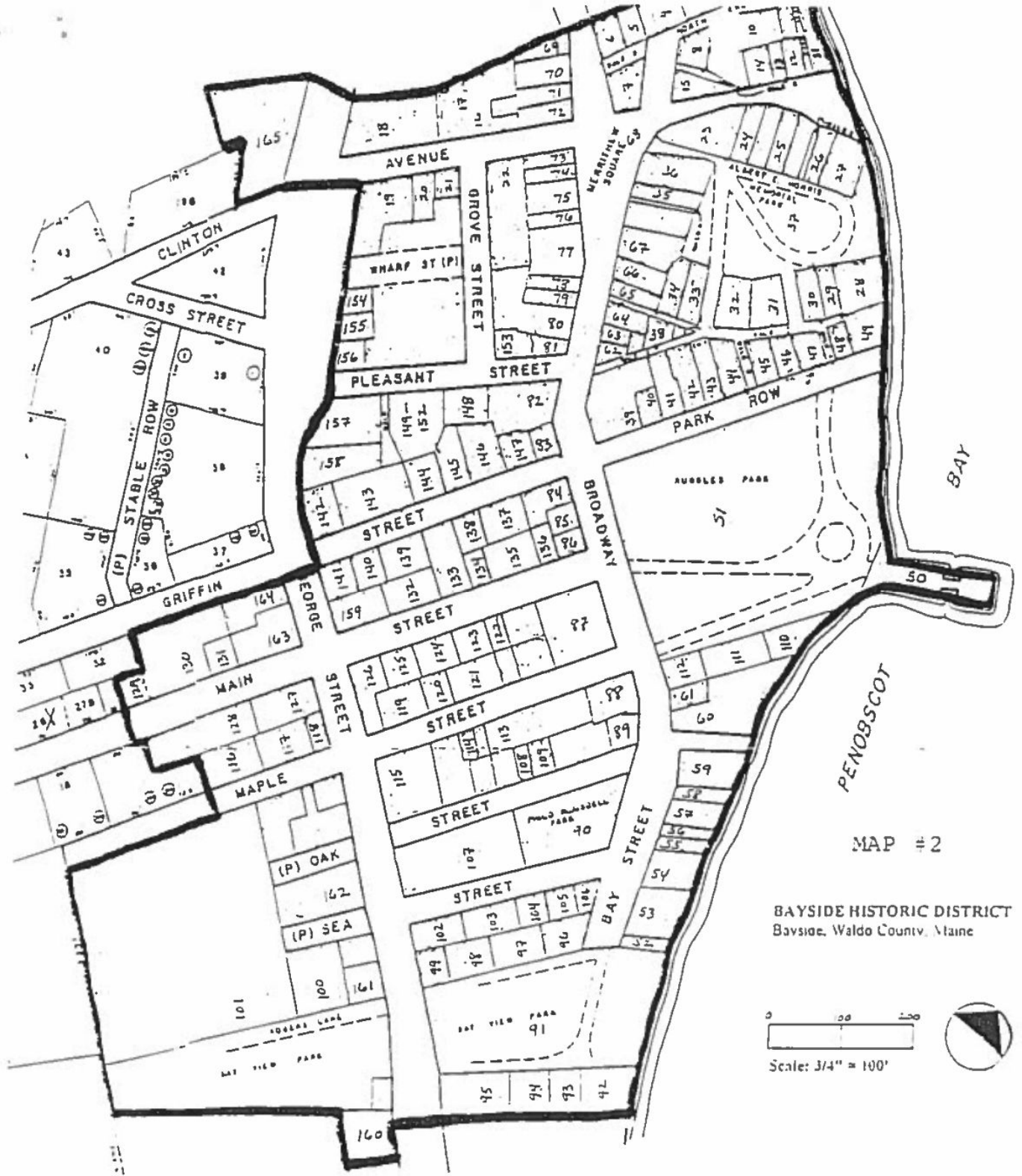


EXHIBIT C
Basic Requirements Matrix for NVC Zoning Ordinance Districts

Basic Requirement	Historic	R-1	R-2	GP
Minimum Lot size, <i>without</i> access to a public sanitary sewer system	20,000 square feet			
Minimum Lot size, <i>with</i> access to a public sanitary sewer system	2,500 square feet	10,000 square feet	20,000 square feet	20,000 square feet
Minimum road Frontage	50 feet	75 feet	100 feet	100 feet
Minimum setbacks	6 feet from a property line 8 feet from a Building on adjacent property	10 feet from a property line 15 feet from a Building on adjacent property	Front: 50 feet Side: 10 feet Rear: 20 feet	Front: 50 feet Side: 10 feet Rear: 20 feet
Height limit	35 feet			
The Lot Coverage limit, including land area previously developed	Lots equal to or less than 2,500 square feet: 45% Lots equal to or less than 5,000 square feet, but more than 2,500 square feet: the greater of 35% or 1,125 square feet of Lot Coverage Lots greater than 5,000 square feet: the greater of 20% or 1,750 square feet of Lot Coverage	20%	20%	20%
Minimum off-street Parking Spaces provided on the Lot	One	Two	Two	Not applicable
Sanitary sewer system connection	Every Dwelling Unit, including Accessory Dwelling Units, must have a separate connection to a sanitary sewer system or a subsurface wastewater disposal system. Where a sewer system is available, each unit must have a separate connection to that system. Where a sewer system is unavailable, each unit must have a subsurface wastewater disposal system connection as permitted by the Code Enforcement Officer.			

POLICY FOR ACCEPTANCE OF DONATIONS

FINAL 8/13/23

The Northport Village Corporation (“NVC”) Board of Overseers hereby adopts this policy to ensure transparency, fairness, accountability, and responsible stewardship of public resources in the acceptance and management of donations to the NVC while aligning with the NVC's charter, values, financial resources, and legal requirements:

1. **Donation Acceptance Criteria:**

- a. Donations may include monetary contributions, real property, tangible assets, services, and other non-monetary items that may be used for public benefit.
- b. All donations immediately become the property of NVC and are accepted with the understanding the donation may be repurposed, reused, or disposed of in the future as deemed appropriate by the NVC Board of Overseers.
- c. Any donation intended for the enjoyment and use of the public shall be implemented or installed in such a manner that the intended benefit or usage is equally available to all members of the public without implicitly or explicitly excluding any members of the public.
- d. No donation shall be accepted if such acceptance would be in conflict with the charter of the NVC or any law or regulation.
- e. No donation shall be accepted if the donation is made with the expectation by the donor of receiving goods or services of any value or any other consideration from the NVC in exchange for the donation.

2. **Donation Approval Process:**

- a. All potential donations will be submitted utilizing the NVC Donation Form attached as Exhibit A hereto and evaluated by the NVC Board of Overseers; utilizing the NVC Donation Evaluation Checklist attached as Exhibit A-B hereto and other methods as may be determined by the Board of Overseers
- b. The Board of Overseers will consider the potential financial and non-financial impacts, risks, and benefits of each donation, including, for example, ongoing costs or obligations associated with accepting the donation, the impact on taxable property, and any required matching contributions.
- c. The final decision to accept or decline a donation will be made by the Board of Overseers after consideration of the input from designated NVC committees and the public, as the Board of Overseers deems appropriate.

POLICY FOR ACCEPTANCE OF DONATIONS

FINAL 8/13/23

- d. The Board of Overseers reserves the right to decline any donation for any reason or no reason, or to impose conditions on the acceptance of any donation.

3. Donor Recognition; Confidentiality; Recordkeeping:

- a. The NVC may acknowledge and recognize donors in appropriate ways (e.g., mention at the Overseers monthly meeting, bulletin board posting, etc.).
- b. The NVC will respect the donor's wishes regarding anonymity, if requested, unless there are legal or reporting obligations.
- c. For monetary donations, the NVC will provide donors with written acknowledgements of their donation that may be used for tax reporting purposes. For non-monetary donations, including tangible, intangible or real property, upon receipt of a statement of value as required by the IRS, the NVC will provide donors with written acknowledgements of their donation that may be used for tax reporting purposes.
- d. The NVC will maintain accurate records of all donations.

4. Review and Amendment:

- a. This policy will be periodically reviewed to ensure its effectiveness and current relevance.
- b. Amendments to this policy may be made by the Board of Overseers.

POLICY FOR ACCEPTANCE OF DONATIONS

8/13/23

| e.

Exhibit ~~A-A~~
NVC Donation Evaluation Checklist Form

Northport Village Corporation Donation Form

Donor Name _____ Date _____

Donor Address _____

Donor Phone _____ Donor Email _____

Donor Bayside Address _____

Donation Description and Purpose (please be specific) _____

Proposed Location of Donation _____

Any other information the donor wishes to share regarding the proposed donation _____

Community Benefit _____

Estimate of Present Value/Cost _____ Estimated Useful Life (Yrs) _____

Estimate of Present Value/Cost Estimated Useful Life (Yrs) _____

Estimated Average Annual Maintenance Cost to NVC _____

Estimated Disposal Cost to NVC _____

The donation will be reviewed and accepted or declined by the Overseers. The Overseers reserve the right to decline any donation for any reason or no reason, or to impose conditions on the acceptance of the donation.

This donation has been _____ Approved _____ Declined

NVC President

Date

Exhibit A-B
NVC Donation Evaluation Checklist~~**NVC Donation Evaluation Checklist**~~

Purpose: The Northport Village Corporation (“NVC”) serves a beneficent community. Donations that provide an overall benefit or enjoyment to the community are appreciated and welcomed for approval consideration by the NVC Board of Overseers.

Donor Information: As provided on the Northport Village Corporation Donation Form attached to this checklist.

- ~~Date of Donation Proposal: _____~~
- ~~Donor Name: _____~~
- ~~Donor Address: _____~~
- ~~Donor Bayside Address (If Different): _____~~
- ~~Donor Phone Number: _____~~
- ~~Donor Email Address: _____~~
- ~~Donation Description and Purpose: _____~~
- ~~Proposed Location of the Donation (If Applicable): _____~~
- ~~Estimated Present Value/Cost: _____~~
- ~~Estimated Useful Life (Years): _____~~
- ~~Estimated Average Annual Maintenance Cost to NVC: _____~~
- ~~Estimated Disposal Cost to NVC: _____~~

Please provide a brief response to the following:

1. Community Benefit:

- a. Is the purpose of the donation for the replacement of existing NVC property that has become obsolete, is nearing the end of its designed lifecycle, or has become inoperable? Explain as necessary.

- b. Is the purpose of the donation for the improvement of the operations of the NVC?

- c. For donations not involving the express replacement of an existing NVC asset, please describe the anticipated benefit to the NVC community, along with a description of how the ongoing annual maintenance costs and/or potential final disposal expense were determined.

- d. For donations of real property, is a survey available, are there any known hazardous conditions associated with the property, and is a building inspection available? Please provide details.

- e. For donations intended for the general use of the public, will the donation be implemented or installed in such a manner that the intended benefit or usage is equally available to all members of the public and not implicitly or explicitly

Exhibit A-B
NVC Donation Evaluation Checklist~~**NVC Donation Evaluation Checklist**~~

excluding any members of the public?

2. Resources and Capacity:

a. Does the NVC have existing resources and capacity necessary to effectively utilize and manage the donation? If not, please discuss how this will be accomplished.

b. Will accepting the donation require additional staff, infrastructure, or ongoing support? Explain as necessary.

c. For the offered item(s), has the appropriate NVC committee or official been engaged for review/approval recommendation (e.g., Parks and Trees for a park bench, the NVC Technology Officer and Office Manager for an office printer, etc.)?

d. For a single donation exceeding \$250 in estimated value, has the NVC Finance Committee been contacted for a general financial assessment?

3. Transparency and Accountability:

a. Is the donation offered with clear terms and conditions? If so, what are they?

b. Are there any expectations or conditions/restrictions attached to the donation that may impact NVC's decision-making or independence or the value of the donation to NVC? If so, what are they?

c. As appropriate, has the village public (and abutters, in the case of a land or building donation or improvement) been given an opportunity to comment on the donation through a public meeting or publicly available record? If so, what has been the reaction of the public?

4. **Village Agent Consultation:** Has the NVC Village Agent been consulted for a professional opinion, including concurrence with any related terms and conditions of the offered item(s)?

Exhibit A-B
NVC Donation Evaluation Checklist~~**NVC Donation Evaluation Checklist**~~

5. **Other Considerations:** Are there any other considerations not listed above that should be considered in the evaluation of the acceptance of the donation? Please attach any pertinent documentation regarding the proposed donation.

- _____

Northport Village Corporation Use Only:

Village Agent: Review Date: _____

Signed: _____

Board of Overseers: ___ Approved ___ Disapproved Date: _____

Signed: _____

Initial Reviewer Comments or Additional Information Needed (If Any):

NVC Committees to Review:

Conditions Applied by NVC to the Acceptance of the Donation (If Any):

MEETING MINUTES TEMPLATE

Meeting minutes typically include the following components:

1. **Header/Title:**

- **Meeting title** (e.g., "Board of Directors Meeting")
- **Date** of the meeting
- **Time** the meeting began and ended
- **Location** of the meeting (if applicable)
- **Type** of meeting (e.g., regular meeting, special meeting)

2. **Attendees:**

- List of **participants** (including their titles or roles)
- Note any **absentees** and the reason if available
- Identify any **guests** or presenters attending

3. **Approval of Previous Minutes:**

- Mention if the previous meeting minutes were approved, amended, or deferred.

4. **Agenda Items:**

- A detailed listing of each topic discussed, usually following the order on the meeting agenda.

For each agenda item, include:

- **Topic/Subject:** A brief title or summary of the topic.
- **Discussion:** A summary of the key points discussed during the meeting for each agenda item.
- **Decisions/Outcomes:** Any decisions or resolutions made.
- **Action Items:** Any tasks assigned, including the person responsible and deadlines.

5. **Reports:**

- **Updates** or reports from specific departments or individuals (e.g., financial reports, progress updates).
 - Key points discussed and any resulting action items.
6. **New Business:**
- Additional items raised during the meeting that were not part of the pre-set agenda.
7. **Old Business:**
- Follow-up on previous action items, unresolved matters, or ongoing issues from prior meetings.
8. **Next Meeting:**
- The **date, time, and location** of the next meeting, if determined.
9. **Adjournment:**
- The time the meeting was officially adjourned.
10. **Signature** (optional):
- The **name and title** of the person who prepared the minutes or took notes.

These elements ensure that the meeting minutes are complete, clear, and useful for reference later.

POLICY FOR USE OF OUTDOOR PUBLIC SPACES/PARKS

Recognizing that the Bayside is a special place to be enjoyed by all community members, the Board of Overseers has adopted the following guidance regarding to use of public spaces for gatherings and events. This policy is not intended to address the wonderful gathering of neighbors that happen in the daily course of life in the Village, except where noted. Rather, this policy addresses planned gatherings and events.

SCHEDULED EVENTS

Bayside has been the chosen location for many weddings, celebrations of life, and other special events over the years. The persons planning these events have often petitioned the Board of Overseers for approval for the events, which is freely granted. While this had not been a formal policy, the Board has determined that as a best practice the process for such requests and the conditions for use be set forth as policy.

REQUEST TO USE PUBLIC SPACE/PARKS

People requesting to use an outdoor space in one of Buyside's many parks for scheduled events should request permission from the Board of Overseers at least 30 days before the event. The application for permission should include the following information:

- Date and time of event (including how long the event is anticipated to last);
- Anticipated number of guests;
- Whether chairs, tables, or other equipment will be brought to the public space;
- Whether alcohol will be allowed/consumed at the event;
- Plan for trash removal and returning space to its condition before the event;
- Confirmation that the applicant understands that the Board of Overseers cannot guarantee exclusive use of the public space and that the Northport Village Corporation is not responsible for any injury to any guests during the event.

The Board of Overseers will review the application as soon as feasible and notify the applicant of the response to the request and any special conditions for the event.

All events shall be subject to the following general conditions:

GENERAL CONDITIONS FOR EVENTS IN PUBLIC SPACES/PARKS

- No event (including set up for the event) shall start before 8 a.m. or extend past 9 p.m.;
- Generally, events should be limited to three hours or less;

- No physical alteration of the space is allowed;
- Any item brought to the space for the event, including decorations, service items, chairs, etc., must be removed at the end of the event;
- All trash and recyclables must be taken away at the end of the event;
- If any physical damage is done to the area, the applicant must notify the Village office or the President of the Board of Overseers as soon as possible;
- Other park users cannot be excluded from the area during an event, although the applicant/event coordinator can advise that a private event is happening;
- The applicant/event coordinator is responsible for all guests' behavior;
- Maine law prohibits public drinking, and this law will be enforced by public safety/police officers when present and/or when an area is posted for no alcohol consumption – the Board of Overseers cannot specifically approve alcohol consumption in public spaces;
- No prolonged use of any amplification device (sound system) during the event; brief use is allowed at a volume that will not negatively impact neighboring properties.

The Northport Village Corporation is not liable for any injury to any person attending an approved event, no matter the cause of that injury. The applicant/event coordinator may want to consider obtaining insurance for the event.